



## Washington Career Bridge

Find the education & training you need  
to get the job you want

A Guide To Careers And Education In Washington

Your printed companion to [www.CareerBridge.wa.gov](http://www.CareerBridge.wa.gov)

# Where are



# YOU Going?

2013-2015



**Workforce Training and Education Coordinating Board**

128 10th Avenue SW, PO Box 43105, Olympia, 98504-3105  
360-709-4600 • [www.wtb.wa.gov](http://www.wtb.wa.gov)



# Your Path to Career Planning

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# Welcome to Career Bridge and the Where Are You Going? guide

Choosing a career is one of life's big decisions. Will your career excite you and fulfill you? Will it pay enough to support you and your family? Will it give you opportunities to grow?

This guide starts you on a personal journey of career exploration.

- Do the suggested exercises.
- Circle your favorite jobs and schools.
- Make notes.

## Explore Career Bridge

Get details on nearly 6,000 education and training programs at Washington's schools, colleges and universities with **CareerBridge.wa.gov**. This free, state website also lets you search hundreds of apprenticeships that provide a paycheck while you learn a high-wage skill.

## Follow these Steps

- Step 1** Explore yourself. Reflect on what you have done in your life, what you do well, what you like, and what you don't.
- Step 2** Discover your interests with the Career Clusters Quiz. This simple exercise will help you look at your interests in a way that connects you to career choices.
- Step 3** Narrow your focus on specific career fields. See how sorting careers by topic can help you design a career path that allows for increasing responsibilities and income.
- Step 4** Research occupations, learn what jobs pay—and whether they're growing. This guide and **CareerBridge.wa.gov** organize education and training by occupation, allowing you to search for careers that meet your personal and financial needs. When data is available, Career Bridge also provides "performance results" so you can see the percentage of students who completed an education program, if they got a job and how much they were paid on average.
- Step 5** If you are in middle school or high school, review these suggestions to better position yourself when you graduate.
- Step 6** Look over these options for after high school graduation, including learning while you work through apprenticeships or service in the military.
- Step 7** Reduce the time you need to spend in the classroom. This step shows how you might get college credit for previous learning.
- Step 8** This step and the Pay for School area of **CareerBridge.wa.gov** will walk you through your options for paying for your education.
- Step 9** Whether you're looking for part-time work while you're in school or climbing the first rung of your career ladder, you'll need to be able to present yourself to an employer. This step covers the essentials of resume preparation and job interviews that will help you land the job.

These nine steps will help you create a career plan that gets you where you want to go!

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# Exploring your Interests

How do you pick a career that's right for you? How do you avoid a job you won't like? How do you prepare for one you will like? There are no easy answers to these questions, and it's natural to feel overwhelmed. It helps to reflect on what you like to do, and what you're good at.

## Know Yourself

Satisfaction and success depend on how well your skills and interests match the career you choose. When you're doing something that suits you, you're likely to excel. When there's a mismatch, it can lead to frustration and missed opportunities.

Get started by asking questions about yourself, using the six broad areas below. Take your time as you consider your answers. You may even want to take notes. Your responses will be helpful as you move through this guide and explore careers.

**1. Interests**—Do you like working with people...or numbers...or objects? Do you like to be in charge or would you rather report to someone else? Are you scientific or technical? Do you like detail work? Do you enjoy expressing yourself through art or music?

**2. Talents**—Do you have good writing and speaking skills? How about spatial perception and an understanding of how things fit together, or the ability to work with your hands? Are you good with numbers? What are your special talents?

**3. Personality**—Do you like to work under stress or under frequent deadlines? Do you like to do a variety of things or focus on one area? Are you generally upbeat and outgoing or more reflective and quiet.

**4. Education**—Are you interested in academics or are you more of a hands-on learner? Do you enjoy listening to lectures or would you rather read? Do you like to put things together and take them apart? How do you like to learn?

**5. Working Conditions**—Can you handle a noisy workplace or an intensely quiet one? Do you prefer to sit or stand? Do you like working indoors or outdoors? Could you work in a job where there is a risk of injury? Can you work in a health care setting, where people are sick or hurt?

**6. Pay and Work Hours**—How much money would you like to earn? Are you willing to travel? Are you willing to work the night shift, weekends or overtime? Are you comfortable in a competitive, commission-only job? Or do you prefer a steady paycheck?

## Warmed up? Write it down.

Now take a quick inventory of who you are and what you like to do. Feel free to go beyond the numbered spaces and add as many things as you like. Some questions may not apply to you. Only answer questions that relate to your situation—whether you're in school, are looking to change jobs or are currently unemployed and looking for work.

# WHO YOU ARE

## A. List three things (or more) you like to do.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## B. List careers that fit your hobbies.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## C. Changing jobs? Why?

1. \_\_\_\_\_
2. \_\_\_\_\_

## D. Got a job? What do you wish was different?

1. \_\_\_\_\_
2. \_\_\_\_\_

## E. List three jobs you see yourself doing.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## F. Are you limited in any way by your current status or condition, such as a disability or lack of transportation? (See pages 60-61 for more information on disabilities.) What are some ways to overcome these hurdles?

1. \_\_\_\_\_
2. \_\_\_\_\_

## EDUCATION—Which jobs are you prepared for?

Whether you're in school or out of school, your education has a direct connection to the types of jobs you're qualified to do. Think about which jobs this education has prepared you for. Don't be limited by the number of lines. Enter as many jobs that come to mind for each education level.

### A. High school diploma or GED

1. \_\_\_\_\_
2. \_\_\_\_\_

### B. Community or technical college

1. \_\_\_\_\_
2. \_\_\_\_\_

### C. University or four-year college

1. \_\_\_\_\_
2. \_\_\_\_\_

### D. Other training or special courses of interest

1. \_\_\_\_\_
2. \_\_\_\_\_

# WORK EXPERIENCE

Fill out a worksheet like the one below for each job you have held. Be sure to include part-time and volunteer work. This will help when creating a resume, and researching the next job you hope to land.

Employer's name: \_\_\_\_\_

Employer's address: \_\_\_\_\_

## Supervisor:

Dates worked from \_\_\_\_\_ to \_\_\_\_\_

Reason you left this job \_\_\_\_\_

Equipment, machines or software you've used \_\_\_\_\_

Title of job \_\_\_\_\_

## Tasks you performed

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Now, go back and prioritize each task in order of the ones you liked the most.

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Which task challenged you the most? How satisfying was the job? Would you like another one like this?

## Now what?

The next exercise will help you target specific career areas. But save these notes. They will serve as a good starting point for writing a resume, college admission essays and letters of interest to employers.

# Career Clusters Quiz

**Step 2**

**Directions:** Check the items in each box that best describe you. Check as many as you like. Add up the number in each box and see which three boxes have the highest numbers. Then find the corresponding Career Clusters on pages 14-45 to see which groups of related careers to explore.

|    |  |  |   |   |
|----|--|--|---|---|
| 1. | <b>What I like to do:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Learn how things grow and stay alive.</li> <li><input type="checkbox"/> Make the best use of the earth's natural resources.</li> <li><input type="checkbox"/> Hunt and/or fish.</li> <li><input type="checkbox"/> Protect the environment.</li> <li><input type="checkbox"/> Be outdoors in all kinds of weather.</li> <li><input type="checkbox"/> Plan, budget, and keep records.</li> <li><input type="checkbox"/> Operate machines and keep them in good repair.</li> </ul>  | <b>My personal qualities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Self-reliant</li> <li><input type="checkbox"/> Nature lover</li> <li><input type="checkbox"/> Physically active</li> <li><input type="checkbox"/> Planner</li> <li><input type="checkbox"/> Creative problem solver</li> </ul>  | <b>School subjects I like:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Life Sciences</li> <li><input type="checkbox"/> Earth Sciences</li> <li><input type="checkbox"/> Chemistry</li> <li><input type="checkbox"/> Agriculture</li> </ul>   | <b>Total number checked in Box 1</b><br><br><div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div> |
| 2. | <b>What I like to do:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read and follow blueprints and/or instructions.</li> <li><input type="checkbox"/> Picture in my mind what a finished product looks like.</li> <li><input type="checkbox"/> Work with my hands.</li> <li><input type="checkbox"/> Perform work that requires precise results.</li> <li><input type="checkbox"/> Solve technical problems.</li> <li><input type="checkbox"/> Visit and learn from beautiful, historic, or interesting buildings.</li> <li><input type="checkbox"/> Follow logical, step-by-step procedures.</li> </ul> | <b>My personal qualities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Curious</li> <li><input type="checkbox"/> Good at following directions</li> <li><input type="checkbox"/> Pay attention to detail</li> <li><input type="checkbox"/> Good at visualizing possibilities</li> <li><input type="checkbox"/> Patient and persistent</li> </ul>  | <b>School subjects I like:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Drafting</li> <li><input type="checkbox"/> Chemistry, Physics</li> <li><input type="checkbox"/> Construction Trades</li> <li><input type="checkbox"/> Electrical Trades/Heat, Air Conditioning and Refrigeration/Technology Education</li> </ul>                            | <b>Total number checked in Box 2</b><br><br><div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div> |
| 3. | <b>What I like to do:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use my imagination to communicate new information to others.</li> <li><input type="checkbox"/> Perform in front of others.</li> <li><input type="checkbox"/> Read and write.</li> <li><input type="checkbox"/> Play a musical instrument.</li> <li><input type="checkbox"/> Perform creative, artistic activities.</li> <li><input type="checkbox"/> Use video and recording technology.</li> <li><input type="checkbox"/> Design brochures and posters.</li> </ul>  | <b>My personal qualities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Creative and imaginative</li> <li><input type="checkbox"/> Good communicator, good vocabulary</li> <li><input type="checkbox"/> Curious about new technology</li> <li><input type="checkbox"/> Relate well to feelings and thoughts of others</li> <li><input type="checkbox"/> Determined/tenacious</li> </ul> | <b>School subjects I like:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Music</li> <li><input type="checkbox"/> Speech and Drama</li> <li><input type="checkbox"/> Journalism/Literature</li> <li><input type="checkbox"/> Audiovisual</li> <li><input type="checkbox"/> Technology</li> </ul>   | <b>Total number checked in Box 3</b><br><br><div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div> |
| 4. | <b>What I like to do:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perform routine, organized activities but can be flexible.</li> <li><input type="checkbox"/> Work with numbers and detailed information.</li> <li><input type="checkbox"/> Be the leader in a group.</li> <li><input type="checkbox"/> Make business contact with people.</li> <li><input type="checkbox"/> Work with computer program.</li> <li><input type="checkbox"/> Create reports and communicate ideas.</li> <li><input type="checkbox"/> Plan my work and follow instructions without close supervision.</li> </ul>         | <b>My personal qualities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Organized</li> <li><input type="checkbox"/> Practical and logical</li> <li><input type="checkbox"/> Patient</li> <li><input type="checkbox"/> Tactful</li> <li><input type="checkbox"/> Responsible</li> </ul>  | <b>School subjects I like:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Computer applications</li> <li><input type="checkbox"/> Business</li> <li><input type="checkbox"/> Information and Technology</li> <li><input type="checkbox"/> Accounting</li> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> English</li> <li><input type="checkbox"/> Economics</li> </ul> | <b>Total number checked in Box 4</b><br><br><div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div> |



|    |   |   |  |  |
|----|---|---|--|--|
| 5. | <b>What I like to do:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Communicate with different types of people.</li> <li><input type="checkbox"/> Help others with their homework or to learn new things. Go to school.</li> <li><input type="checkbox"/> Direct and plan activities for others.</li> <li><input type="checkbox"/> Handle several responsibilities at once.</li> <li><input type="checkbox"/> Acquire new information.</li> <li><input type="checkbox"/> Help people overcome their challenges.</li> </ul>  | <b>My personal qualities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Friendly</li> <li><input type="checkbox"/> Decision maker</li> <li><input type="checkbox"/> Helpful</li> <li><input type="checkbox"/> Innovative/Inquisitive</li> <li><input type="checkbox"/> Good listener</li> </ul>                                  | <b>School subjects I like:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Language Arts</li> <li><input type="checkbox"/> Social Studies</li> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Science</li> <li><input type="checkbox"/> Psychology</li> </ul>                 | <b>Total number checked in Box 5</b><br><div style="border: 1px solid black; width: 60px; height: 60px; margin: 10px auto;"></div> |
| 6. | <b>What I like to do:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work with numbers.</li> <li><input type="checkbox"/> Work to meet a deadline.</li> <li><input type="checkbox"/> Make predictions based on existing facts.</li> <li><input type="checkbox"/> Have a framework of rules by which to operate.</li> <li><input type="checkbox"/> Analyze financial information and interpret it to others.</li> <li><input type="checkbox"/> Handle money with accuracy and reliability.</li> </ul>   | <b>My personal qualities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Trustworthy</li> <li><input type="checkbox"/> Orderly</li> <li><input type="checkbox"/> Self-confident</li> <li><input type="checkbox"/> Logical</li> <li><input type="checkbox"/> Methodical or efficient</li> </ul>                                    | <b>School subjects I like:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Accounting</li> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Economics</li> <li><input type="checkbox"/> Banking/Financial Services</li> <li><input type="checkbox"/> Business Law</li> </ul>    | <b>Total number checked in Box 6</b><br><div style="border: 1px solid black; width: 60px; height: 60px; margin: 10px auto;"></div> |
| 7. | <b>What I like to do:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Be involved in politics.</li> <li><input type="checkbox"/> Negotiate, defend, and debate ideas and topics.</li> <li><input type="checkbox"/> Plan activities and work cooperatively with others.</li> <li><input type="checkbox"/> Work with details.</li> <li><input type="checkbox"/> Perform a variety of duties that may change often.</li> <li><input type="checkbox"/> Analyze information and interpret it to others.</li> <li><input type="checkbox"/> Travel and see things that are new to me.</li> </ul> | <b>My personal qualities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Good communicator</li> <li><input type="checkbox"/> Competitive</li> <li><input type="checkbox"/> Service minded</li> <li><input type="checkbox"/> Well organized</li> <li><input type="checkbox"/> Problem solver</li> </ul>                            | <b>School subjects I like:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Government</li> <li><input type="checkbox"/> Language Arts</li> <li><input type="checkbox"/> History</li> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Foreign Language</li> </ul>               | <b>Total number checked in Box 7</b><br><div style="border: 1px solid black; width: 60px; height: 60px; margin: 10px auto;"></div> |
| 8. | <b>What I like to do:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work under pressure.</li> <li><input type="checkbox"/> Help sick people and animals.</li> <li><input type="checkbox"/> Make decisions based on logic and information.</li> <li><input type="checkbox"/> Participate in health and science classes.</li> <li><input type="checkbox"/> Respond quickly and calmly in emergencies.</li> <li><input type="checkbox"/> Work as a member of a team.</li> <li><input type="checkbox"/> Follow guidelines precisely and meet strict standards of accuracy.</li> </ul>       | <b>My personal qualities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Compassionate and caring</li> <li><input type="checkbox"/> Good at following directions</li> <li><input type="checkbox"/> Conscientious and careful</li> <li><input type="checkbox"/> Patient</li> <li><input type="checkbox"/> Good listener</li> </ul> | <b>School subjects I like:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Biological Sciences</li> <li><input type="checkbox"/> Chemistry</li> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Occupational Health</li> <li><input type="checkbox"/> Language Arts</li> </ul> | <b>Total number checked in Box 8</b><br><div style="border: 1px solid black; width: 60px; height: 60px; margin: 10px auto;"></div> |



|     |   |   |  |  |
|-----|---|---|--|--|
| 9.  | <b>What I like to do:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Investigate new places and activities.</li> <li><input type="checkbox"/> Work with all ages and types of people.</li> <li><input type="checkbox"/> Organize activities in which other people enjoy themselves.</li> <li><input type="checkbox"/> Have a flexible schedule.</li> <li><input type="checkbox"/> Help people make up their minds.</li> <li><input type="checkbox"/> Communicate easily, tactfully, and courteously.</li> <li><input type="checkbox"/> Learn about other cultures.</li> </ul>                                | <b>My personal qualities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tactful</li> <li><input type="checkbox"/> Self-motivated</li> <li><input type="checkbox"/> Works well with others</li> <li><input type="checkbox"/> Outgoing</li> <li><input type="checkbox"/> Slow to anger</li> </ul>  | <b>School subjects I like:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Language Arts, Speech</li> <li><input type="checkbox"/> Foreign Languages</li> <li><input type="checkbox"/> Social Sciences</li> <li><input type="checkbox"/> Marketing</li> <li><input type="checkbox"/> Food Services</li> </ul>                    | <b>Total number checked in Box 9</b><br><br><div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>  |
| 10. | <b>What I like to do:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Care about people, their needs, and their problems.</li> <li><input type="checkbox"/> Participate in community services and/or volunteering.</li> <li><input type="checkbox"/> Listen to other people's viewpoints.</li> <li><input type="checkbox"/> Help people be at their best.</li> <li><input type="checkbox"/> Work with people from preschool age to old age.</li> <li><input type="checkbox"/> Think of new ways to do things.</li> <li><input type="checkbox"/> Make friends with different kinds of people.</li> </ul>       | <b>My personal qualities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Good communicator, good listener</li> <li><input type="checkbox"/> Caring</li> <li><input type="checkbox"/> Non-materialistic</li> <li><input type="checkbox"/> Uses intuition and logic</li> <li><input type="checkbox"/> Non-judgmental</li> </ul>                   | <b>School subjects I like:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Language Arts</li> <li><input type="checkbox"/> Psychology, Sociology</li> <li><input type="checkbox"/> Family and Consumer Sciences</li> <li><input type="checkbox"/> Finance</li> <li><input type="checkbox"/> Foreign Language</li> </ul>          | <b>Total number checked in Box 10</b><br><br><div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> |
| 11. | <b>What I like to do:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work with computers.</li> <li><input type="checkbox"/> Reason clearly and logically to solve complex problems.</li> <li><input type="checkbox"/> Use machines, techniques, and processes.</li> <li><input type="checkbox"/> Read technical materials and diagrams and solve technical problems.</li> <li><input type="checkbox"/> Adapt to change.</li> <li><input type="checkbox"/> Play video games and figure out how they work.</li> <li><input type="checkbox"/> Concentrate for long periods without being distracted.</li> </ul> | <b>My personal qualities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Logical/analytical thinker</li> <li><input type="checkbox"/> See details in the big picture</li> <li><input type="checkbox"/> Persistent</li> <li><input type="checkbox"/> Good concentration skills</li> <li><input type="checkbox"/> Precise and accurate</li> </ul> | <b>School subjects I like:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Science</li> <li><input type="checkbox"/> Computer Technology, Computer Applications</li> <li><input type="checkbox"/> Communications</li> <li><input type="checkbox"/> Graphic Design</li> </ul>              | <b>Total number checked in Box 11</b><br><br><div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> |
| 12. | <b>What I like to do:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work under pressure or in the face of danger.</li> <li><input type="checkbox"/> Make decisions based on my own observations.</li> <li><input type="checkbox"/> Interact with other people.</li> <li><input type="checkbox"/> Be in positions of authority.</li> <li><input type="checkbox"/> Respect rules and regulations.</li> <li><input type="checkbox"/> Debate and win arguments.</li> <li><input type="checkbox"/> Observe and analyze people's behavior.</li> </ul>   | <b>My personal qualities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adventurous</li> <li><input type="checkbox"/> Dependable</li> <li><input type="checkbox"/> Community-minded</li> <li><input type="checkbox"/> Decisive</li> <li><input type="checkbox"/> Optimistic</li> </ul>   | <b>School subjects I like:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Language Arts</li> <li><input type="checkbox"/> Psychology, Sociology</li> <li><input type="checkbox"/> Government, History</li> <li><input type="checkbox"/> Law Enforcement</li> <li><input type="checkbox"/> First Aid, First Responder</li> </ul> | <b>Total number checked in Box 12</b><br><br><div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> |

|     |  |  |  |  |
|-----|--|--|--|--|
| 13. | <b>What I like to do:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work with my hands and learn that way.</li> <li><input type="checkbox"/> Put things together.</li> <li><input type="checkbox"/> Do routine, organized, and accurate work.</li> <li><input type="checkbox"/> Perform activities that produce tangible results.</li> <li><input type="checkbox"/> Apply math to work out solutions.</li> <li><input type="checkbox"/> Use hand and power tools and operate equipment/machinery.</li> <li><input type="checkbox"/> Visualize objects in three dimensions from flat drawings.</li> </ul> | <b>My personal qualities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Practical</li> <li><input type="checkbox"/> Observant</li> <li><input type="checkbox"/> Physically active</li> <li><input type="checkbox"/> Step-by-step thinker</li> <li><input type="checkbox"/> Coordinated</li> </ul> | <b>School subjects I like:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Math, Geometry</li> <li><input type="checkbox"/> Chemistry</li> <li><input type="checkbox"/> Trade and Industry</li> <li><input type="checkbox"/> Physics</li> <li><input type="checkbox"/> Language Arts</li> </ul>                                    | <b>Total number checked in Box 13</b><br><br><div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> |
| 14. | <b>What I like to do:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shop and go to the mall.</li> <li><input type="checkbox"/> Be in charge.</li> <li><input type="checkbox"/> Make displays and promote ideas.</li> <li><input type="checkbox"/> Give presentations and enjoy public speaking.</li> <li><input type="checkbox"/> Persuade people to buy products or to participate in activities.</li> <li><input type="checkbox"/> Communicate my ideas to other people.</li> <li><input type="checkbox"/> Take advantage of opportunities to make extra money.</li> </ul>                             | <b>My personal qualities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enthusiastic</li> <li><input type="checkbox"/> Competitive</li> <li><input type="checkbox"/> Creative</li> <li><input type="checkbox"/> Self-motivated</li> <li><input type="checkbox"/> Persuasive</li> </ul>            | <b>School subjects I like:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Language Arts</li> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Business Education, Marketing</li> <li><input type="checkbox"/> Economics</li> <li><input type="checkbox"/> Computer Applications</li> </ul>                     | <b>Total number checked in Box 14</b><br><br><div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> |
| 15. | <b>What I like to do:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Interpret formulas.</li> <li><input type="checkbox"/> Find the answers to questions.</li> <li><input type="checkbox"/> Work in a laboratory.</li> <li><input type="checkbox"/> Figure out how things work and investigate new things.</li> <li><input type="checkbox"/> Explore new technology.</li> <li><input type="checkbox"/> Experiment to find the best way to do something.</li> <li><input type="checkbox"/> Pay attention to details and help things be precise.</li> </ul>   | <b>My personal qualities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Detail oriented</li> <li><input type="checkbox"/> Inquisitive</li> <li><input type="checkbox"/> Objective</li> <li><input type="checkbox"/> Methodical</li> <li><input type="checkbox"/> Mechanically inclined</li> </ul> | <b>School subjects I like:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Science</li> <li><input type="checkbox"/> Drafting, Computer-Aided Drafting</li> <li><input type="checkbox"/> Electronics, Computer Networking</li> <li><input type="checkbox"/> Technology Education</li> </ul> | <b>Total number checked in Box 15</b><br><br><div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> |
| 16. | <b>What I like to do:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Travel.</li> <li><input type="checkbox"/> See well and have quick reflexes.</li> <li><input type="checkbox"/> Solve mechanical problems.</li> <li><input type="checkbox"/> Design efficient processes.</li> <li><input type="checkbox"/> Anticipate needs and prepare to meet them.</li> <li><input type="checkbox"/> Drive or ride.</li> <li><input type="checkbox"/> Move things from one place to another.</li> </ul>   | <b>My personal qualities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Realistic</li> <li><input type="checkbox"/> Mechanical</li> <li><input type="checkbox"/> Coordinated</li> <li><input type="checkbox"/> Observant</li> <li><input type="checkbox"/> Planner</li> </ul>                     | <b>School subjects I like:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Trade and Industry</li> <li><input type="checkbox"/> Chemistry, Physics</li> <li><input type="checkbox"/> Economics</li> <li><input type="checkbox"/> Foreign Language</li> </ul>                                | <b>Total number checked in Box 16</b><br><br><div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div> |

Tally up your scores. What are your top three areas? Career clusters allow you to view related careers that call for similar skills and interests, helping you explore different occupations, even as you narrow your search for a particular career. Turn to pages 9-12 to find the career cluster that corresponds with the box number.

# Career Clusters Focus Your Search

Career Clusters and their related career pathways help you narrow your career search—without necessarily narrowing your options. With each step in your education, you focus more on the specific skills needed for a particular job. Many pathways connect entry-level jobs to higher-level positions, allowing you to advance your career and get better paying jobs in the same career cluster as you continue your education.

With clusters, you're able to view related careers within a larger field. So, for example, you might be interested in business, investment planning and insurance services. All three career pathways fall within the Finance Career Cluster and rely on the same basic level of education.

Each career cluster gives you the flexibility to choose between career pathways as you move forward with your education plan. Each pathway provides access to many different types of jobs.

Explore these 16 Career Clusters:

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## 1. Agriculture, Food, and Natural Resources Career Cluster

Choose from seven pathways for careers in:

- Animal Systems.
- Agribusiness Systems.
- Environmental Service Systems.
- Food Products and Processing Systems.
- Natural Resources Systems.
- Plant Systems.
- Power, Structural, and Technical Systems.



Check out sample careers on Pages 14-15.

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## 2. Architecture and Construction Career Cluster

Choose from three pathways for careers in:

- Construction.
- Design/Pre-construction.
- Maintenance/Operations.



Check out sample careers on Pages 16-17.

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## 3. Arts, Audio/Video Technology, and Communications Career Cluster

Choose from six pathways for careers in:

- Audio/Video Techniques and Film.
- Journalism and Broadcasting.
- Performing Arts.
- Printing Technology.
- Telecommunications.
- Visual Arts.



Check out sample careers on Pages 18-19.

---

#### 4. Business, Management and Administration Career Cluster

Choose from five pathways for careers in:

- Administrative Support.
- Business Information Management.
- Operations Management.
- Human Resources Management.
- General Management.



Check out sample careers on Pages 20-21.

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#### 5. Education and Training Career Cluster

Choose from three pathways for careers in:

- Teaching/Training.
- Administration and Administrative Support.
- Professional Support Services.



Check out sample careers on Pages 22-23.

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#### 6. Finance Career Cluster

Choose from five pathways for careers in:

- Banking Services.
- Accounting.
- Business Finance.
- Securities and Investments.
- Insurance.



Check out sample careers on Pages 24-25.

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#### 7. Government and Public Administration Career Cluster

Choose from seven pathways for careers in:

- Foreign Service.
- Governance.
- National Security.
- Planning.
- Public Management and Administration.
- Regulation.
- Revenue and Taxation.



Check out sample careers on Pages 26-27.

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#### 8. Health Science Career Cluster

Choose from five pathways for careers in:

- Biotechnology Research and Development.
- Diagnostic Services.
- Health Informatics.
- Support Services.
- Therapeutic Services.



Check out sample careers on Pages 28-29.

## 9. Hospitality and Tourism Career Cluster

Choose from four pathways for careers in:

- Lodging.
- Recreation, Amusements, and Attractions.
- Restaurant and Food/Beverage Services.
- Travel and Tourism.



Check out sample careers on Pages 30-31.

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## 10. Human Services Career Cluster

Choose from five pathways for careers in:

- Consumer Services.
- Counseling and Mental Health Services.
- Early Childhood Development and Services.
- Family and Community Services.
- Personal Care Services.



Check out sample careers on Pages 32-33.

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## 11. Information Technology (IT) Career Cluster

Choose from four pathways for careers in:

- Information Support and Services.
- Web and Digital Communications.
- Network Systems.
- Programming and Software Development.



Check out sample careers on Pages 34-35.

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## 12. Law, Public Safety, Corrections, and Security Career Cluster

Choose from five pathways for careers in:

- Correction Services.
- Emergency and Fire Management Services.
- Law Enforcement Services.
- Legal Services.
- Security and Protective Services.



Check out sample careers on Pages 36-37.

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### 13. Manufacturing Career Cluster

Choose from six pathways for careers in:

- Production.
- Manufacturing Production Process Development.
- Maintenance, Installation, and Repair.
- Quality Assurance.
- Logistics and Inventory Control.
- Health, Safety, and Environmental Assurance.



Check out sample careers on Pages 38-39.

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### 14. Marketing, Sales and Service Career Cluster

Choose from five pathways for careers in:

- Merchandising.
- Marketing Management.
- Marketing Communications.
- Marketing Research.
- Professional Sales .



Check out sample careers on Pages 40-41.

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### 15. Science, Technology, Engineering, and Mathematics (STEM) Career Cluster

Choose from two pathways for careers in:

- Engineering and Technology.
- Science and Math.



Check out sample careers on Pages 42-43.

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### 16. Transportation, Distribution and Logistics Career Cluster

Choose from seven pathways for careers in:

- Facility and Mobile Equipment Maintenance.
- Health, Safety, and Environmental Management.
- Logistics Planning and Management Services.
- Sales and Services.
- Transportation Operations.
- Transportation Systems/Infrastructure Planning, Management, and Regulation.
- Warehousing and Distribution Center Operations.



Check out sample careers on Pages 44-45.

# Career Search

After taking the Career Clusters Quiz, review which Career Clusters ranked high. Then turn to the pages of this booklet that feature those same Career Clusters. As you learn more about the type of work you would like to do, go online and use **CareerBridge.wa.gov** to explore the full range of occupations, including those not included in this booklet.

The guide below will help you understand the career search tables that follow.

**Occupational Description:** Basic job information.

**Annual Wages:** What you can expect to earn each year, working full time. Wages vary depending on where you live and are based on experience. Source: Washington Employment Security Department's Labor Market and Economic Analysis unit.

**Outlook:** Some jobs are in demand; others are not. The outlook shows the number of Washington residents employed in a particular occupation, the expected annual growth rate in jobs for that occupation based on a five-year (2010-15) projection, and the number of net vacancies or job openings expected per year (both new jobs and vacancies in existing jobs created by retirements). Source: Washington Employment Security Department.

Negative growth rates may still show openings because of retirement and other factors.

**Education:** This column lists the most common training required or recommended to enter a given occupation. Get specific details about 6,000 education programs at **CareerBridge.wa.gov**

| Occupational Description   | Annual Wages                         | Outlook   | Education<br>(Most common training requirements.) |
|--|--------------------------------------|---|---|
| <b>Farmers, Ranchers, and Other Agricultural Managers</b> plan and direct the management of farms, ranches, nurseries and timber tracts. | Entry: \$55,425<br>Average: \$81,173 | 464 Employed<br>0.3% Growth<br>10 Openings/year | High School Diploma                               |



# Career Cluster 1

## Agriculture, Food & Natural Resources



| Occupational Description   | Annual Wages                         | Outlook   | Education<br>(Most common training requirements.) |
|--|--------------------------------------|---|---|
| <b>Agricultural Equipment Operators</b> drive and control farm equipment to till soil, and plant and harvest crops.                      | Entry: \$22,157<br>Average: \$28,691 | 1,008 Employed<br>0.8% Growth<br>42 Openings/year   | High School Diploma                               |
| <b>Agricultural Inspectors</b> inspect agricultural commodities, processing equipment, and facilities.                                   | Entry: \$28,737<br>Average: \$39,992 | 646 Employed<br>0.1% Growth<br>17 Openings/year     | Associate's Degree or Technical Certificate       |
| <b>Conservation Scientists</b> manage and help protect soil and rangelands.  | Entry: \$46,022<br>Average: \$65,125 | 858 Employed<br>-0.1% Growth<br>6 Openings/year     | Bachelor's Degree                                 |
| <b>Farmers, Ranchers, and Other Agricultural Managers</b> plan and direct the management of farms, ranches, nurseries and timber tracts. | Entry: \$55,425<br>Average: \$81,173 | 464 Employed<br>0.3% Growth<br>10 Openings/year     | High School Diploma                               |
| <b>Fish and Game Wardens</b> prevent fish and game law violations.   | Entry: \$48,518<br>Average: \$60,144 | 112 Employed<br>-0.2% Growth<br>2 Openings/year     | Bachelor's Degree                                 |
| <b>Fishers and Related Fishing Workers</b> catch and gather fish from rivers, lakes, or oceans.  | Entry: \$28,532<br>Average: \$45,352 | 4,806 Employed<br>-1.5% Growth<br>68 Openings/year  | On-the-Job Training                               |
| <b>Food Scientists and Technologists</b> determine the best ways to process, package, preserve, store, and distribute food.              | Entry: \$35,224<br>Average: \$57,101 | 287 Employed<br>0.8% Growth<br>14 Openings/year     | Bachelor's Degree                                 |
| <b>Foresters</b> manage forests for economic, recreational, and conservation purposes.   | Entry: \$45,943<br>Average: \$57,430 | 563 Employed<br>0.1% Growth<br>5 Openings/year      | Bachelor's Degree                                 |
| <b>Landscape Architects</b> design land areas for projects such as parks and other recreational facilities.                              | Entry: \$43,823<br>Average: \$62,503 | 959 Employed<br>2.1% Growth<br>39 Openings/year     | Bachelor's Degree                                 |
| <b>Landscaping and Groundskeeping Workers</b> maintain property, using hand or power tools or equipment.                                 | Entry: \$22,400<br>Average: \$30,572 | 24,548 Employed<br>1.7% Growth<br>852 Openings/year | On-the-Job Training                               |

## Career Cluster 1, Agriculture, Food & Natural Resources

| Occupational Description   | Annual Wages                         | Outlook   | Education<br>(Most common training requirements.) |
|--|--------------------------------------|---|---|
| <b>Mine Cutting and Channeling Machine Operators</b> cut along the seams of coal mines, stone quarries, or other mining surfaces.        | Entry: \$21,958<br>Average: \$32,193 | 54 Employed<br>-1.1% Growth<br>1 Openings/year    | High School Diploma                               |
| <b>Tree Trimmers and Pruners</b> cut away dead or excess branches to maintain right-of-way for roads and utilities.                      | Entry: \$28,320<br>Average: \$40,480 | 991 Employed<br>1.8% Growth<br>36 Openings/year   | High School Diploma                               |
| <b>Veterinary Assistants and Laboratory Animal Caretakers</b> feed, water, and examine animals for signs of illness, disease, or injury. | Entry: \$21,220<br>Average: \$25,649 | 1,829 Employed<br>1.8% Growth<br>60 Openings/year | High School Diploma                               |
| <b>Zoologists and Wildlife Biologists</b> study the origins, behavior, diseases, and genetics of animals and wildlife.                   | Entry: \$48,081<br>Average: \$70,194 | 1,868 Employed<br>1.0% Growth<br>64 Openings/year | Master's, PhD or Professional Degree              |

# Career Cluster 2

## Architecture & Construction



| Occupational Description  | Annual Wages                          | Outlook  | Education<br>(Most common training requirements.) |
|---|---------------------------------------|--|---|
| <b>Architects</b> plan and design all types of buildings and structures.  | Entry: \$48,768<br>Average: \$70,629  | 4,078 Employed<br>2.1% Growth<br>166 Openings/year   | Master's, PhD or Professional Degree              |
| <b>Architectural and Civil Drafters</b> prepare detailed drawings of architectural and structural features.     | Entry: \$40,467<br>Average: \$57,123  | 1,927 Employed<br>2.3% Growth<br>83 Openings/year    | Bachelor's Degree                                 |
| <b>Brickmasons and Blockmasons</b> lay and bind building materials.   | Entry: \$45,753<br>Average: \$62,374  | 1,032 Employed<br>1.6% Growth<br>38 Openings/year    | High School Diploma                               |
| <b>Carpenters</b> cut, fit, and assemble wood and other materials to construct buildings.                       | Entry: \$32,699<br>Average: \$50,329  | 35,332 Employed<br>1.2% Growth<br>1171 Openings/year | High School Diploma                               |
| <b>Commercial Divers</b> work underwater to build or repair structures. They also perform search and rescue.    | Entry: \$44,217<br>Average: \$82,057  | 182 Employed<br>2.6% Growth<br>8 Openings/year       | Associate's Degree or Technical Certificate       |
| <b>Construction and Building Inspectors</b> inspect new or remodeled structures.                                | Entry: \$49,246<br>Average: \$66,306  | 2,758 Employed<br>0.7% Growth<br>92 Openings/year    | Associate's Degree or Technical Certificate       |
| <b>Construction Laborers</b> perform physical tasks at construction sites.                                      | Entry: \$26,651<br>Average: \$42,288  | 16,990 Employed<br>1.6% Growth<br>401 Openings/year  | On-the-Job Training                               |
| <b>Construction Managers</b> plan, direct, or coordinate construction and maintenance activities.               | Entry: \$67,851<br>Average: \$104,164 | 12,835 Employed<br>0.8% Growth<br>159 Openings/year  | Bachelor's Degree                                 |
| <b>Crane and Tower Operators</b> lift and move materials, machines, or products in many directions.             | Entry: \$55,734<br>Average: \$72,956  | 2,546 Employed<br>2.5% Growth<br>137 Openings/year   | Associate's Degree or Technical Certificate       |
| <b>Electrical Power-Line Installers and Repairers</b> install and fix electrical power or distribution systems. | Entry: \$67,016<br>Average: \$80,773  | 1,968 Employed<br>0.6% Growth<br>77 Openings/year    | Associate's Degree or Technical Certificate       |
| <b>Electricians</b> install, test, and maintain electrical systems.   | Entry: \$40,901<br>Average: \$60,843  | 14,682 Employed<br>2.0% Growth<br>696 Openings/year  | Associate's Degree or Technical Certificate       |

## Career Cluster 2, Architecture & Construction

| Occupational Description  | Annual Wages                         | Outlook  | Education<br>(Most common training requirements.) |
|---|--------------------------------------|--|---|
| <b>Glaziers</b> install glass in windows, skylights, store fronts, and displays.  | Entry: \$28,972<br>Average: \$51,488 | 1,711 Employed<br>2.0% Growth<br>98 Openings/year  | High School Diploma                               |
| <b>Hazardous Materials Removal Workers</b> identify, remove, transport, or dispose of hazardous materials.  | Entry: \$35,879<br>Average: \$52,094 | 2,006 Employed<br>1.5% Growth<br>79 Openings/year  | High School Diploma                               |
| <b>Heating, Air Conditioning, and Refrigeration Mechanics and Installers</b> fix or install heating and air conditioning systems.                       | Entry: \$35,475<br>Average: \$52,047 | 4,831 Employed<br>2.8% Growth<br>224 Openings/year | High School Diploma                               |
| <b>Insulation Workers</b> line and cover floors, ceilings and walls with insulating materials.  | Entry: \$29,763<br>Average: \$40,595 | 1,152 Employed<br>1.6% Growth<br>62 Openings/year  | High School Diploma                               |
| <b>Operating Engineers and Other Construction Equipment Operators</b> use construction equipment to excavate earth, erect structures, or pour concrete. | Entry: \$39,207<br>Average: \$58,554 | 6,877 Employed<br>2.0% Growth<br>294 Openings/year | Associate's Degree or Technical Certificate       |
| <b>Plumbers and Pipefitters</b> install and repair pipe systems that carry water, steam, air, and other fluids or gases.                                | Entry: \$42,508<br>Average: \$62,610 | 9,013 Employed<br>1.6% Growth<br>412 Openings/year | High School Diploma                               |
| <b>Roofers</b> apply shingles and other materials to the roofs of buildings.  | Entry: \$28,951<br>Average: \$44,818 | 5,645 Employed<br>2.2% Growth<br>246 Openings/year | High School Diploma                               |
| <b>Sheet Metal Workers</b> make and install metal building parts and products.  | Entry: \$30,916<br>Average: \$57,358 | 3,262 Employed<br>1.9% Growth<br>122 Openings/year | High School Diploma                               |
| <b>Surveyors</b> measure and map land, air space, and water boundaries.   | Entry: \$48,079<br>Average: \$68,161 | 1,021 Employed<br>1.9% Growth<br>42 Openings/year  | Bachelor's Degree                                 |
| <b>Tile and Marble Setters</b> apply hard tile, marble, and wood tile to walls, floors, ceilings, and roof decks.                                       | Entry: \$40,794<br>Average: \$52,823 | 1,140 Employed<br>1.4% Growth<br>42 Openings/year  | High School Diploma                               |

# Career Cluster 3

## Arts, Audio/Video Technology, & Communications



| Occupational Description   | Annual Wages                         | Outlook  | Education<br>(Most common training requirements.) |
|--|--------------------------------------|--|---|
| <b>Audio and Video Equipment Technicians</b> set up and operate audio and video equipment including video screens, speakers, and projectors. | Entry: \$29,931<br>Average: \$47,440 | 964 Employed<br>1.0% Growth<br>37 Openings/year    | Associate's Degree or Technical Certificate       |
| <b>Broadcast Technicians</b> record or broadcast radio and television programs.  | Entry: \$22,876<br>Average: \$35,892 | 640 Employed<br>1.4% Growth<br>28 Openings/year    | Associate's Degree or Technical Certificate       |
| <b>Camera Operators</b> use motion picture, TV, or video cameras to film a wide range of subjects.   | Entry: \$30,590<br>Average: \$48,622 | 670 Employed<br>1.4% Growth<br>20 Openings/year    | Associate's Degree or Technical Certificate       |
| <b>Commercial and Industrial Designers</b> develop and design products such as cars, appliances, and children's toys.                        | Entry: \$36,621<br>Average: \$60,099 | 954 Employed<br>2.0% Growth<br>50 Openings/year    | Bachelor's Degree                                 |
| <b>Editors</b> plan, coordinate, or edit material for publication.   | Entry: \$37,098<br>Average: \$70,163 | 3,199 Employed<br>2.4% Growth<br>179 Openings/year | Bachelor's Degree                                 |
| <b>Film and Video Editors</b> edit film, video, and other media.   | Entry: \$37,412<br>Average: \$56,531 | 670 Employed<br>1.6% Growth<br>22 Openings/year    | Associate's Degree or Technical Certificate       |
| <b>Fine Artists</b> create art to communicate ideas, thoughts, or feelings.  | Entry: \$38,600<br>Average: \$70,782 | 1,150 Employed<br>1.9% Growth<br>50 Openings/year  | Associate's Degree or Technical Certificate       |
| <b>Graphic Designers</b> create designs using print, electronic, and film media.   | Entry: \$33,367<br>Average: \$53,593 | 6,024 Employed<br>2.1% Growth<br>323 Openings/year | Bachelor's Degree                                 |
| <b>Interior Designers</b> plan, design, and furnish interiors of residential, commercial, or industrial buildings.                           | Entry: \$33,299<br>Average: \$51,097 | 1,551 Employed<br>1.5% Growth<br>71 Openings/year  | Bachelor's Degree                                 |
| <b>Music Directors and Composers</b> conduct and lead instrumental or vocal performances by musical groups.                                  | Entry: \$30,014<br>Average: \$69,294 | 656 Employed<br>0.4% Growth<br>18 Openings/year    | Bachelor's Degree                                 |

## Career Cluster 3, Arts, Audio/Video Technology, & Communications

| Occupational Description  | Annual Wages                         | Outlook  | Education<br>(Most common training requirements.) |
|---|--------------------------------------|--|---|
| <b>Photographers</b> produce images that tell a story or record an event.   | Entry: \$19,563<br>Average: \$30,951 | 3,250 Employed<br>2.2% Growth<br>101 Openings/year | Associate's Degree or Technical Certificate       |
| <b>Producers</b> select plays or scripts, arrange financing, and make other production decisions. <b>Directors</b> interpret plays or scripts by directing the work of the cast and crew. | Entry: \$22,081<br>Average: \$58,353 | 1,808 Employed<br>2.3% Growth<br>97 Openings/year  | Bachelor's Degree                                 |
| <b>Sound Engineering Technicians</b> use console boards to record, copy, and edit music and voice.  | Entry: \$30,797<br>Average: \$59,329 | 417 Employed<br>1.3% Growth<br>18 Openings/year    | Associate's Degree or Technical Certificate       |
| <b>Technical Writers</b> write technical materials such as equipment manuals or operating instructions.   | Entry: \$57,615<br>Average: \$83,910 | 1,763 Employed<br>2.5% Growth<br>81 Openings/year  | Bachelor's Degree                                 |



# Career Cluster 4

## Business, Management & Administration



| Occupational Description   | Annual Wages                           | Outlook   | Education<br>(Most common training requirements.) |
|--|--|---|---|
| <b>Accountants and Auditors</b><br>assemble, analyze, and check the accuracy of financial information.   | Entry: \$47,322<br>Average: \$69,680   | 25,803 Employed<br>1.6% Growth<br>945 Openings/year   | Bachelor's Degree                                 |
| <b>Bookkeeping, Accounting, and Auditing Clerks</b> manage the financial records of companies or clients.  | Entry: \$28,363<br>Average: \$39,906   | 44,526 Employed<br>1.5% Growth<br>1,185 Openings/year | Associate's Degree or Technical Certificate       |
| <b>Chief Executives</b> plan, direct, or coordinate operational activities at the highest level of management.                                   | Entry: \$103,508<br>Average: \$192,737 | 4,360 Employed<br>1.4% Growth<br>177 Openings/year    | Master's, PhD or Professional Degree              |
| <b>Customer Service Representatives</b> handle and resolve customer complaints.  | Entry: \$25,159<br>Average: \$36,760   | 34,247 Employed<br>1.7% Growth<br>1,563 Openings/year | High School Diploma                               |
| <b>Executive Secretaries and Administrative Assistants</b> assist managers and direct office activities.   | Entry: \$38,807<br>Average: \$53,591   | 15,146 Employed<br>1.4% Growth<br>416 Openings/year   | Associate's Degree or Technical Certificate       |
| <b>First-Line Supervisors of Office and Administrative Support Workers</b> supervise and coordinate clerical and administrative support workers. | Entry: \$37,731<br>Average: \$57,121   | 26,711 Employed<br>1.4% Growth<br>1,071 Openings/year | Associate's Degree or Technical Certificate       |
| <b>General and Operations Managers</b> oversee the day-to-day activities of a company or organization.   | Entry: \$67,536<br>Average: \$125,114  | 25,378 Employed<br>1.3% Growth<br>752 Openings/year   | Associate's Degree or Technical Certificate       |
| <b>Human Resources Managers</b> plan and direct policies about employees.  | Entry: \$71,028<br>Average: \$110,078  | 2,763 Employed<br>1.8% Growth<br>118 Openings/year    | Bachelor's Degree                                 |
| <b>Legal Secretaries</b> perform clerical duties in law offices and are familiar with legal procedures.  | Entry: \$32,723<br>Average: \$46,861   | 3,671 Employed<br>0.7% Growth<br>75 Openings/year     | Associate's Degree or Technical Certificate       |
| <b>Medical Secretaries</b> perform office duties that use their knowledge of medical terms and procedures.                                       | Entry: \$31,559<br>Average: \$39,680   | 16,539 Employed<br>2.0% Growth<br>580 Openings/year   | High School Diploma                               |



## Career Cluster 4, Business, Management & Administration

| Occupational Description   | Annual Wages                          | Outlook   | Education<br>(Most common training requirements.) |
|--|---------------------------------------|---|---|
| <b>Meeting, Convention, and Event Planners</b> organize events for groups of people.   | Entry: \$32,144<br>Average: \$47,387  | 1,558 Employed<br>1.4% Growth<br>50 Openings/year     | Bachelor's Degree                                 |
| <b>Office Clerks</b> answer telephones, operate office machines, type, and file paperwork.   | Entry: \$23,288<br>Average: \$32,510  | 48,785 Employed<br>1.6% Growth<br>1,653 Openings/year | High School Diploma                               |
| <b>Property, Real Estate, and Community Association Managers</b> direct the selling, buying, leasing, or governance of commercial, industrial, or residential real estate. | Entry: \$37,637<br>Average: \$68,520  | 8,418 Employed<br>0.8% Growth<br>242 Openings/year    | Associate's Degree or Technical Certificate       |
| <b>Public Relations Specialists</b> help build a positive public image for organizations.  | Entry: \$40,189<br>Average: \$62,697  | 5,772 Employed<br>1.4% Growth<br>232 Openings/year    | Bachelor's Degree                                 |
| <b>Receptionists and Information Clerks</b> answer questions and provide information to customers, visitors, and the public.   | Entry: \$22,718<br>Average: \$29,962  | 21,965 Employed<br>1.9% Growth<br>1,153 Openings/year | High School Diploma                               |
| <b>Sales Engineers</b> sell business goods or services and must have a technical background in engineering.  | Entry: \$69,964<br>Average: \$116,400 | 1,629 Employed<br>3.8% Growth<br>119 Openings/year    | Bachelor's Degree                                 |
| <b>Secretaries and Administrative Assistants</b> draft correspondence, schedule appointments, maintain files, and answer phone calls.                                      | Entry: \$28,085<br>Average: \$37,788  | 35,895 Employed<br>1.4% Growth<br>1,019 Openings/year | High School Diploma                               |
| <b>Stock Clerks and Order Fillers</b> receive and issue merchandise, materials, and equipment from stockrooms or warehouses.   | Entry: \$20,960<br>Average: \$29,690  | 35,638 Employed<br>1.6% Growth<br>1,508 Openings/year | High School Diploma                               |

# Career Cluster 5

## Education & Training



| Occupational Description  | Annual Wages                         | Outlook   | Education<br>(Most common training requirements.) |
|---|--------------------------------------|---|---|
| <b>Adult Basic Education and Literacy Teachers</b> teach basic education, English as a Second Language, and job training skills.            | Entry: \$36,328<br>Average: \$48,760 | 4,299 Employed<br>1.4% Growth<br>123 Openings/year  | Bachelor's Degree                                 |
| <b>Coaches</b> teach and motivate players. <b>Scouts</b> seek out top athletes for a team or sport.   | Entry: \$21,531<br>Average: \$38,164 | 10,117 Employed<br>0.8% Growth<br>364 Openings/year | Bachelor's Degree                                 |
| <b>Curators</b> protect items of historic, cultural and artistic value. They study, catalog, preserve, and display documents and artifacts. | Entry: \$34,008<br>Average: \$54,394 | 234 Employed<br>1.7% Growth<br>11 Openings/year     | Master's, PhD or Professional Degree              |
| <b>College Administrators</b> direct research, instruction, and student administration at postsecondary institutions.                       | Entry: \$62,877<br>Average: \$97,874 | 2,281 Employed<br>1.2% Growth<br>92 Openings/year   | Master's, PhD or Professional Degree              |
| <b>Elementary School Teachers</b> teach students academic, social, and other skills at the elementary level.                                | Entry: \$47,092<br>Average: \$60,200 | 27,869 Employed<br>1.2% Growth<br>940 Openings/year | Bachelor's Degree                                 |
| <b>Health Educators</b> manage health education programs that help people maintain healthy lifestyles.                                      | Entry: \$33,343<br>Average: \$50,988 | 934 Employed<br>1.6% Growth<br>35 Openings/year     | Bachelor's Degree                                 |
| <b>Instructional Coordinators</b> develop materials and education content to help shape curriculum.   | Entry: \$46,115<br>Average: \$61,588 | 2,581 Employed<br>1.2% Growth<br>88 Openings/year   | Master's, PhD or Professional Degree              |
| <b>Librarians</b> select and maintain materials, conduct research, and use databases to catalog information.                                | Entry: \$48,647<br>Average: \$64,811 | 3,656 Employed<br>0.7% Growth<br>118 Openings/year  | Master's, PhD or Professional Degree              |
| <b>Library Technicians</b> help readers locate books, answer common questions, and shelve materials.  | Entry: \$30,586<br>Average: \$40,214 | 2,396 Employed<br>0.5% Growth<br>118 Openings/year  | Bachelor's Degree                                 |
| <b>Middle and High School Teachers</b> teach students in one or more subjects at the secondary level.                                       | Entry: \$47,909<br>Average: \$61,420 | 15,476 Employed<br>1.2% Growth<br>619 Openings/year | Bachelor's Degree                                 |

## Career Cluster 5, Education & Training

| Occupational Description   | Annual Wages                          | Outlook   | Education<br>(Most common training requirements.) |
|--|---------------------------------------|---|---|
| <b>Preschool Teachers</b> help young children explore their interests, develop their talents, and learn how to behave with others. | Entry: \$22,049<br>Average: \$29,368  | 6,713 Employed<br>1.3% Growth<br>262 Openings/year    | Associate's Degree or Technical Certificate       |
| <b>Teacher Assistants</b> provide teaching and clerical support for classroom teachers.  | Entry: \$24,757<br>Average: \$30,540  | 34,024 Employed<br>1.2% Growth<br>1,167 Openings/year | Associate's Degree or Technical Certificate       |
| <b>Training and Development Managers</b> plan and direct training and development activities for an organization and their staff.  | Entry: \$70,914<br>Average: \$108,526 | 686 Employed<br>1.5% Growth<br>27 Openings/year       | Bachelor's Degree                                 |

# Career Cluster 6

## Finance



| Occupational Description  | Annual Wages                          | Outlook   | Education<br>(Most common training requirements.) |
|---|---------------------------------------|---|---|
| <b>Actuaries</b> use math and statistics to calculate the odds that an event will happen. They design insurance programs and pension plans. | Entry: \$63,361<br>Average: \$95,307  | 464 Employed<br>1.3% Growth<br>18 Openings/year     | Bachelor's Degree                                 |
| <b>Appraisers and Assessors of Real Estate</b> estimate the value of items such as buildings, art, or antiques.                             | Entry: \$42,005<br>Average: \$64,998  | 1,501 Employed<br>0.4% Growth<br>36 Openings/year   | High School Diploma                               |
| <b>Brokerage Clerks</b> record the purchase and transfer of securities.   | Entry: \$32,267<br>Average: \$45,684  | 800 Employed<br>-0.4% Growth<br>19 Openings/year    | Associate's Degree or Technical Certificate       |
| <b>Claims Adjusters, Examiners, and Investigators</b> decide how much to pay on insurance claims.   | Entry: \$47,350<br>Average: \$64,453  | 6,679 Employed<br>0.1% Growth<br>175 Openings/year  | Associate's Degree or Technical Certificate       |
| <b>Credit Counselors</b> advise and educate individuals or organizations on acquiring and managing debt.                                    | Entry: \$31,758<br>Average: \$39,029  | 626 Employed<br>1.2% Growth<br>23 Openings/year     | Associate's Degree or Technical Certificate       |
| <b>Financial Analysts</b> collect, analyze, and interpret financial information.  | Entry: \$58,427<br>Average: \$86,891  | 4,082 Employed<br>2.7% Growth<br>199 Openings/year  | Bachelor's Degree                                 |
| <b>Financial Managers</b> take care of the budgets and investments for companies.   | Entry: \$72,609<br>Average: \$117,365 | 12,028 Employed<br>1.4% Growth<br>375 Openings/year | Bachelor's Degree                                 |
| <b>Insurance Sales Agents</b> sell policies that provide financial protection in case of death, accidents, or acts of nature.               | Entry: \$27,629<br>Average: \$54,148  | 8,137 Employed<br>0.9% Growth<br>256 Openings/year  | Bachelor's Degree                                 |
| <b>Insurance Underwriters</b> compute the risk of loss, set premium rates, and write policies that cover that loss.                         | Entry: \$50,867<br>Average: \$81,218  | 1,956 Employed<br>0.2% Growth<br>65 Openings/year   | Bachelor's Degree                                 |
| <b>Loan Interviewers and Clerks</b> process the paperwork associated with loan applications.  | Entry: \$25,299<br>Average: \$35,852  | 4,531 Employed<br>0.2% Growth<br>93 Openings/year   | Associate's Degree or Technical Certificate       |

## Career Cluster 6, Finance

| Occupational Description   | Annual Wages                         | Outlook   | Education<br>(Most common training requirements.) |
|--|--------------------------------------|---|---|
| <b>Loan Officers</b> evaluate applicants' financial backgrounds and decide whether applicants receive loans.             | Entry: \$48,458<br>Average: \$78,252 | 6,319 Employed<br>1.0% Growth<br>223 Openings/year  | Associate's Degree or Technical Certificate       |
| <b>Securities, Commodities, and Financial Services Sales Agents</b> buy and sell securities or offer financial services. | Entry: \$31,918<br>Average: \$73,926 | 5,251 Employed<br>0.5% Growth<br>176 Openings/year  | Bachelor's Degree                                 |
| <b>Tax Examiners and Collectors, and Revenue Agents</b> determine the amount of taxes owed or collect them.              | Entry: \$43,846<br>Average: \$58,946 | 1,545 Employed<br>-0.2% Growth<br>34 Openings/year  | Associate's Degree or Technical Certificate       |
| <b>Tax Preparers</b> interview clients, review tax records, and fill out tax returns.                                    | Entry: \$24,619<br>Average: \$36,908 | 2,126 Employed<br>1.1% Growth<br>69 Openings/year   | Associate's Degree or Technical Certificate       |
| <b>Tellers</b> help customers with their banking activities.   | Entry: \$23,158<br>Average: \$28,411 | 10,775 Employed<br>0.2% Growth<br>511 Openings/year | High School Diploma                               |

# Career Cluster 7

## Government & Public Administration



| Occupational Description   | Annual Wages                         | Outlook   | Education<br>(Most common training requirements.) |
|--|--------------------------------------|---|---|
| <b>Animal Control Workers</b> enforce animal control laws.   | Entry: \$25,453<br>Average: \$42,345 | 319 Employed<br>0.2% Growth<br>9 Openings/year      | High School Diploma                               |
| <b>Court Reporters</b> record official court proceedings and perform other duties for a court of law.                        | Entry: \$25,585<br>Average: \$49,530 | 220 Employed<br>1.2% Growth<br>6 Openings/year      | Associate's Degree or Technical Certificate       |
| <b>Economists</b> study laws and market forces to understand and predict changes in business cycles.                         | Entry: \$60,990<br>Average: \$81,567 | 270 Employed<br>0.8% Growth<br>11 Openings/year     | Master's, PhD or Professional Degree              |
| <b>Government Eligibility Interviewers</b> help determine if people qualify for government assistance.                       | Entry: \$37,495<br>Average: \$45,091 | 3,599 Employed<br>0.0% Growth<br>90 Openings/year   | Associate's Degree or Technical Certificate       |
| <b>Emergency Management Directors</b> plan and direct disaster response or crisis management activities.                     | Entry: \$53,566<br>Average: \$79,065 | 340 Employed<br>0.8% Growth<br>8 Openings/year      | Bachelor's Degree                                 |
| <b>Legislators</b> are elected to develop, introduce or enact laws and statutes.   | Entry: \$29,610<br>Average: \$75,448 | 860 Employed<br>-0.3% Growth<br>16 Openings/year    | Bachelor's Degree                                 |
| <b>Occupational Health and Safety Specialists</b> investigate workplaces and recommend ways to remove health hazards.        | Entry: \$55,523<br>Average: \$75,248 | 2,073 Employed<br>1.2% Growth<br>96 Openings/year   | Bachelor's Degree                                 |
| <b>Parking Enforcement Workers</b> patrol city streets and issue tickets to parking violators and illegally parked vehicles. | Entry: \$36,099<br>Average: \$47,172 | 167 Employed<br>0.1% Growth<br>4 Openings/year      | High School Diploma                               |
| <b>Postal Service Mail Carriers</b> sort mail and deliver it by vehicle or on foot.  | Entry: \$46,541<br>Average: \$53,829 | 6,186 Employed<br>-1.4% Growth<br>105 Openings/year | High School Diploma                               |

## Career Cluster 7, Government & Public Administration

| Occupational Description  | Annual Wages                         | Outlook   | Education<br>(Most common training requirements.) |
|---|--------------------------------------|---|---|
| <b>Urban and Regional Planners</b> conduct studies and develop proposals. They plan for growth and improvement of urban, suburban, and rural areas.                               | Entry: \$53,603<br>Average: \$72,898 | 2,961 Employed<br>0.4% Growth<br>88 Openings/year | Master's, PhD or Professional Degree              |
| <b>Water and Wastewater Treatment Plant Operators</b> treat water so it is safe to drink. They also remove pollutants from wastewater so it is safe to return to the environment. | Entry: \$42,733<br>Average: \$57,440 | 1,743 Employed<br>0.3% Growth<br>48 Openings/year | Associate's Degree or Technical Certificate       |



# Career Cluster 8

## Health Science



| Occupational Description   | Annual Wages                           | Outlook  | Education<br>(Most common training requirements.) |
|--|--|--|---|
| <b>Cardiovascular Technologists and Technicians</b> help identify and treat heart and blood vessel problems.   | Entry: \$45,501<br>Average: \$67,829   | 1,065 Employed<br>2.0% Growth<br>36 Openings/year  | Associate's Degree or Technical Certificate       |
| <b>Dental Assistants</b> help with patient care, office tasks, and lab duties.                                 | Entry: \$30,779<br>Average: \$39,908   | 9,688 Employed<br>1.8% Growth<br>367 Openings/year | Associate's Degree or Technical Certificate       |
| <b>Dental Hygienists</b> clean teeth and teach clients how to prevent tooth decay and gum disease.             | Entry: \$80,008<br>Average: \$91,779   | 5,703 Employed<br>1.8% Growth<br>211 Openings/year | Associate's Degree or Technical Certificate       |
| <b>Dentists</b> examine patients' teeth and mouth and correct dental problems.                                 | Entry: \$109,850<br>Average: \$206,253 | 2,983 Employed<br>2.0% Growth<br>157 Openings/year | Master's, PhD or Professional Degree              |
| <b>Diagnostic Medical Sonographers</b> produce ultrasonic recordings of internal organs for use by physicians. | Entry: \$66,976<br>Average: \$81,070   | 1,298 Employed<br>2.1% Growth<br>45 Openings/year  | Associate's Degree or Technical Certificate       |
| <b>Dietetic Technicians</b> help dietitians provide nutrition care.  | Entry: \$25,767<br>Average: \$36,731   | 435 Employed<br>2.0% Growth<br>16 Openings/year    | High School Diploma                               |
| <b>Dietitians and Nutritionists</b> plan diets for patients and educate people about eating healthy foods.     | Entry: \$47,663<br>Average: \$62,041   | 1,123 Employed<br>1.9% Growth<br>61 Openings/year  | Master's, PhD or Professional Degree              |
| <b>Emergency Medical Technicians and Paramedics</b> give emergency care to ill or injured people.              | Entry: \$26,366<br>Average: \$51,679   | 3,361 Employed<br>1.2% Growth<br>102 Openings/year | Associate's Degree or Technical Certificate       |
| <b>Home Health Aides</b> care for elderly, recovering, or patients with disabilities, in their own homes.      | Entry: \$21,749<br>Average: \$25,162   | 9,755 Employed<br>2.5% Growth<br>368 Openings/year | High School Diploma                               |
| <b>Licensed Practical Nurses (LPNs)</b> care for people who are sick, injured, or have disabilities.           | Entry: \$39,598<br>Average: \$47,783   | 9,741 Employed<br>1.4% Growth<br>398 Openings/year | Associate's Degree or Technical Certificate       |
| <b>Massage Therapists</b> use their hands to provide treatment to the body.                                    | Entry: \$33,667<br>Average: \$54,409   | 8,689 Employed<br>1.6% Growth<br>276 Openings/year | Associate's Degree or Technical Certificate       |
| <b>Medical and Clinical Laboratory Technicians</b> conduct tests to help detect, diagnose, and treat diseases. | Entry: \$31,866<br>Average: \$42,381   | 2,446 Employed<br>2.0% Growth<br>93 Openings/year  | Associate's Degree or Technical Certificate       |
| <b>Medical Equipment Preparers</b> sterilize surgical instruments and medical equipment.                       | Entry: \$26,761<br>Average: \$35,299   | 1,892 Employed<br>1.7% Growth<br>61 Openings/year  | High School Diploma                               |

## Career Cluster 8, Health Science

| Occupational Description  | Annual Wages                          | Outlook  | Education<br>(Most common training requirements.) |
|---|---------------------------------------|--|---|
| <b>Medical Records and Health Information Technicians</b> compile and maintain medical records.           | Entry: \$28,555<br>Average: \$39,690  | 5,323 Employed<br>1.8% Growth<br>195 Openings/year | High School Diploma                               |
| <b>Optometrists</b> examine patients' eyes to diagnose vision problems.                                   | Entry: \$70,741<br>Average: \$122,118 | 512 Employed<br>2.8% Growth<br>33 Openings/year    | Master's, PhD or Professional Degree              |
| <b>Pharmacists</b> dispense drugs and provide information about their use.                                | Entry: \$99,702<br>Average: \$115,838 | 5,982 Employed<br>1.5% Growth<br>242 Openings/year | Master's, PhD or Professional Degree              |
| <b>Pharmacy Technicians</b> help pharmacists provide medicines and other health care products.            | Entry: \$32,416<br>Average: \$40,174  | 7,267 Employed<br>1.7% Growth<br>234 Openings/year | Associate's Degree or Technical Certificate       |
| <b>Physical Therapists</b> treat patients to relieve their pain and increase strength and mobility.       | Entry: \$64,646<br>Average: \$81,458  | 4,405 Employed<br>2.5% Growth<br>162 Openings/year | Master's, PhD or Professional Degree              |
| <b>Physician Assistants</b> provide health care services under the supervision of doctors.                | Entry: \$81,681<br>Average: \$105,303 | 2,268 Employed<br>2.4% Growth<br>95 Openings/year  | Master's, PhD or Professional Degree              |
| <b>Psychiatric Aides</b> care for patients with mental disorders.   | Entry: \$22,874<br>Average: \$30,100  | 607 Employed<br>1.5% Growth<br>16 Openings/year    | High School Diploma                               |
| <b>Radiologic Technologists</b> create images of internal organs, tissues and bones.                      | Entry: \$50,361<br>Average: \$65,847  | 4,483 Employed<br>2.0% Growth<br>153 Openings/year | Associate's Degree or Technical Certificate       |
| <b>Registered Nurses</b> care for patients who are ill or injured.  | Entry: \$57,265<br>Average: \$76,373  | 2,027 Employed<br>1.7% Growth<br>68 Openings/year  | Associate's Degree or Technical Certificate       |
| <b>Respiratory Therapists</b> evaluate and treat patients with breathing disorders.                       | Entry: \$53,023<br>Average: \$64,242  | 1,785 Employed<br>2.2% Growth<br>71 Openings/year  | Associate's Degree or Technical Certificate       |
| <b>Surgeons</b> treat diseases, injuries, and deformities, through surgery and other methods.             | Entry: N/A<br>Average: \$258,952      | 1,449 Employed<br>1.6% Growth<br>52 Openings/year  | Master's, PhD or Professional Degree              |
| <b>Veterinarians</b> treat animal health problems and work to prevent, control, and cure animal diseases. | Entry: \$54,683<br>Average: \$82,382  | 1,511 Employed<br>2.2% Growth<br>63 Openings/year  | Master's, PhD or Professional Degree              |
| <b>Veterinary Technologists and Technicians</b> perform health care duties to help veterinarians.         | Entry: \$27,877<br>Average: \$34,121  | 1,734 Employed<br>3.3% Growth<br>88 Openings/year  | Associate's Degree or Technical Certificate       |

# Career Cluster 9

## Hospitality & Tourism



| Occupational Description   | Annual Wages                          | Outlook   | Education<br>(Most common training requirements.) |
|--|---------------------------------------|---|---|
| <b>Athletes and Sports Competitors</b> compete in athletic events.                                       | Entry: \$31,325<br>Average: \$116,834 | 468 Employed<br>0.8% Growth<br>17 Openings/year       | High School Diploma                               |
| <b>Bakers</b> mix and bake ingredients to produce breads, pastries, and other baked goods.               | Entry: \$21,189<br>Average: \$29,024  | 3,734 Employed<br>0.4% Growth<br>119 Openings/year    | High School Diploma                               |
| <b>Chefs and Head Cooks</b> measure, mix, and cook food according to recipes.                            | Entry: \$30,620<br>Average: \$45,049  | 2,375 Employed<br>1.7% Growth<br>84 Openings/year     | Associate's Degree or Technical Certificate       |
| <b>Counter Attendants, Concession, and Coffee Shop</b> workers serve food and drinks to customers.       | Entry: \$19,500<br>Average: \$22,672  | 19,091 Employed<br>1.6% Growth<br>2,598 Openings/year | On-the-Job Training                               |
| <b>Fast Food Cooks</b> prepare food for customers at fast food restaurants.                              | Entry: \$19,408<br>Average: \$21,545  | 4,002 Employed<br>1.7% Growth<br>164 Openings/year    | On-the-Job Training                               |
| <b>Food Service Managers</b> plan and direct activities for organizations that serve food and beverages. | Entry: \$38,750<br>Average: \$63,312  | 5,299 Employed<br>2.2% Growth<br>214 Openings/year    | Associate's Degree or Technical Certificate       |
| <b>Gaming Cage Workers</b> conduct financial transactions for patrons.                                   | Entry: \$20,698<br>Average: \$26,464  | 998 Employed<br>0.2% Growth<br>21 Openings/year       | High School Diploma                               |
| <b>Gaming Supervisors</b> supervise and coordinate activities of workers in assigned gaming areas.       | Entry: \$33,493<br>Average: \$48,500  | 1,756 Employed<br>0.2% Growth<br>31 Openings/year     | High School Diploma                               |
| <b>Hotel, Motel, and Resort Desk Clerks</b> provide services for hotel guests.                           | Entry: \$20,895<br>Average: \$24,421  | 4,859 Employed<br>1.8% Growth<br>305 Openings/year    | High School Diploma                               |
| <b>Janitors and Cleaners</b> keep buildings clean and in good condition.                                 | Entry: \$20,863<br>Average: \$28,935  | 43,821 Employed<br>1.7% Growth<br>1,554 Openings/year | On-the-Job Training                               |
| <b>Lodging Managers</b> plan and direct activities for organizations that provide lodging.               | Entry: \$35,590<br>Average: \$55,484  | 694 Employed<br>1.3% Growth<br>29 Openings/year       | Associate's Degree or Technical Certificate       |
| <b>Maids and Housekeeping Cleaners</b> clean rooms at hotels, motels, and hospitals.                     | Entry: \$19,722<br>Average: \$23,967  | 49,218 Employed<br>1.8% Growth<br>1,703 Openings/year | On-the-Job Training                               |

## Career Cluster 9, Hospitality & Tourism

| Occupational Description   | Annual Wages                         | Outlook   | Education<br>(Most common training requirements.) |
|--|--------------------------------------|---|---|
| <b>Travel Guides</b> plan, organize, and conduct long distance travel, tours, and expeditions. | Entry: \$32,062<br>Average: \$43,019 | 260 Employed<br>1.5% Growth<br>13 Openings/year       | Associate's Degree or Technical Certificate       |
| <b>Umpires and Referees</b> regulate play at sports events.                                    | Entry: \$19,886<br>Average: \$27,469 | 396 Employed<br>0.8% Growth<br>14 Openings/year       | Associate's Degree or Technical Certificate       |
| <b>Waiters and Waitresses</b> serve food in restaurants and diners.                            | Entry: \$19,348<br>Average: \$27,381 | 41,343 Employed<br>1.7% Growth<br>3,006 Openings/year | On-the-Job Training                               |

# Career Cluster 10

## Human Services



| Occupational Description  | Annual Wages                         | Outlook   | Education<br>(Most common training requirements.) |
|---|--------------------------------------|---|---|
| <b>Child, Family, and School Social Workers</b> provide social services and assistance to families and children.                                      | Entry: \$30,857<br>Average: \$45,866 | 3,554 Employed<br>1.8% Growth<br>152 Openings/year    | Bachelor's Degree                                 |
| <b>Childcare Workers</b> supervise, care for, and teach children in daycare.  | Entry: \$19,569<br>Average: \$23,070 | 43,046 Employed<br>1.8% Growth<br>2,224 Openings/year | High School Diploma                               |
| <b>Clergy</b> provide spiritual leadership.   | Entry: \$33,338<br>Average: \$52,861 | 2,085 Employed<br>1.0% Growth<br>53 Openings/year     | Master's, PhD or Professional Degree              |
| <b>Clinical, Counseling, and School Psychologists</b> diagnose and treat mental disorders, learning disabilities, behavioral, and emotional problems. | Entry: \$51,853<br>Average: \$74,479 | 3,316 Employed<br>1.6% Growth<br>169 Openings/year    | Master's, PhD or Professional Degree              |
| <b>Educational, Guidance, School, and Technical Counselors</b> counsel individuals and groups.  | Entry: \$42,658<br>Average: \$57,764 | 5,940 Employed<br>1.1% Growth<br>187 Openings/year    | Master's, PhD or Professional Degree              |
| <b>Hairdressers, Hairstylists, and Cosmetologists</b> cut, color, perm, and style hair and apply makeup.  | Entry: \$20,959<br>Average: \$34,788 | 16,524 Employed<br>1.8% Growth<br>626 Openings/year   | Associate's Degree or Technical Certificate       |
| <b>Interpreters and Translators</b> convert spoken or written words from one language into another.   | Entry: \$31,204<br>Average: \$46,139 | 1,480 Employed<br>2.0% Growth<br>70 Openings/year     | Bachelor's Degree                                 |
| <b>Laundry and Dry-Cleaning Workers</b> clean and press clothing.   | Entry: \$20,548<br>Average: \$25,094 | 2,887 Employed<br>0.9% Growth<br>77 Openings/year     | High School Diploma                               |
| <b>Manicurists and Pedicurists</b> clean, shape and polish clients' nails.  | Entry: \$21,397<br>Average: \$25,508 | 2,838 Employed<br>2.0% Growth<br>108 Openings/year    | Associate's Degree or Technical Certificate       |
| <b>Marriage and Family Therapists</b> help individuals, couples, and families overcome emotional problems.  | Entry: \$32,035<br>Average: \$45,680 | 821 Employed<br>2.5% Growth<br>39 Openings/year       | Master's, PhD or Professional Degree              |
| <b>Mental Health Counselors</b> help people manage a range of mental illnesses and emotional problems.  | Entry: \$32,620<br>Average: \$46,284 | 3,858 Employed<br>1.8% Growth<br>153 Openings/year    | Master's, PhD or Professional Degree              |

## Career Cluster 10, Human Services

| Occupational Description   | Annual Wages                         | Outlook   | Education<br>(Most common training requirements.) |
|--|--------------------------------------|---|---|
| <b>Personal Care Aides</b> help the elderly, sick, or people with disabilities with daily living activities.                     | Entry: \$21,769<br>Average: \$24,108 | 26,961 Employed<br>2.1% Growth<br>778 Openings/year | High School Diploma                               |
| <b>Recreation Workers</b> conduct recreation activities with groups.   | Entry: \$20,647<br>Average: \$29,340 | 5,872 Employed<br>0.5% Growth<br>122 Openings/year  | Bachelor's Degree                                 |
| <b>Rehabilitation Counselors</b> help people manage mental and physical disabilities and live independently.                     | Entry: \$29,292<br>Average: \$41,124 | 9,998 Employed<br>0.6% Growth<br>267 Openings/year  | Bachelor's Degree                                 |
| <b>Social and Community Service Managers</b> plan and direct social service programs.  | Entry: \$46,860<br>Average: \$68,777 | 3,332 Employed<br>1.3% Growth<br>112 Openings/year  | Bachelor's Degree                                 |
| <b>Substance Abuse and Behavioral Disorder Counselors</b> advise those with alcohol, tobacco, drug, gambling, or other problems. | Entry: \$28,971<br>Average: \$42,417 | 2,092 Employed<br>1.9% Growth<br>86 Openings/year   | Bachelor's Degree                                 |



# Career Cluster 11

## Information Technology



| Occupational Description  | Annual Wages                          | Outlook   | Education<br>(Most common training requirements.) |
|---|---------------------------------------|---|---|
| <b>Coin, Vending, and Amusement Machine Servicers and Repairers</b> install and repair coin, vending, or amusement machines.            | Entry: \$25,749<br>Average: \$37,006  | 777 Employed<br>0.7% Growth<br>22 Openings/year     | High School Diploma                               |
| <b>Computer and Information Systems Managers</b> plan and direct in fields such as electronic data processing and computer programming. | Entry: \$92,361<br>Average: \$140,176 | 9,533 Employed<br>2.5% Growth<br>368 Openings/year  | Bachelor's Degree                                 |
| <b>Computer Hardware Engineers</b> research, design, develop, or test computers and related equipment.                                  | Entry: \$78,190<br>Average: \$109,337 | 1,612 Employed<br>2.6% Growth<br>82 Openings/year   | Bachelor's Degree                                 |
| <b>CNC Machine Tool Programmers</b> develop programs to control machining or processing.  | Entry: \$44,772<br>Average: \$67,396  | 826 Employed<br>2.9% Growth<br>42 Openings/year     | Associate's Degree or Technical Certificate       |
| <b>Computer Operators</b> monitor and control computer and electronic data processing equipment.  | Entry: \$29,821<br>Average: \$43,330  | 1,050 Employed<br>2.1% Growth<br>36 Openings/year   | Associate's Degree or Technical Certificate       |
| <b>Computer Programmers</b> write and test the instructions that computers follow to perform tasks.                                     | Entry: \$65,670<br>Average: \$94,657  | 11,157 Employed<br>2.2% Growth<br>519 Openings/year | Bachelor's Degree                                 |
| <b>Computer Systems Analysts</b> improve existing computer systems, and plan and develop new systems.                                   | Entry: \$65,936<br>Average: \$96,096  | 13,287 Employed<br>2.6% Growth<br>609 Openings/year | Bachelor's Degree                                 |
| <b>Computer, Automated Teller, and Office Machine Repairers</b> fix, maintain, or install computers, word processing systems, and ATMs. | Entry: \$27,812<br>Average: \$39,799  | 2,581 Employed<br>1.0% Growth<br>84 Openings/year   | Associate's Degree or Technical Certificate       |
| <b>Database Administrators</b> administer, test, and implement computer databases.  | Entry: \$59,818<br>Average: \$89,201  | 2,617 Employed<br>2.5% Growth<br>110 Openings/year  | Bachelor's Degree                                 |
| <b>Desktop Publishers</b> format type and graphic elements using software to produce publication-ready material.                        | Entry: \$29,547<br>Average: \$41,143  | 365 Employed<br>0.8% Growth<br>10 Openings/year     | Associate's Degree or Technical Certificate       |



## Career Cluster 11, Information Technology

| Occupational Description  | Annual Wages                          | Outlook   | Education<br>(Most common training requirements.) |
|---|---------------------------------------|---|---|
| <b>Multimedia Artists and Animators</b> create special effects, animation, or other images using film, video, computers, or other electronic tools. | Entry: \$42,105<br>Average: \$69,418  | 5,712 Employed<br>3.1% Growth<br>331 Openings/year    | Bachelor's Degree                                 |
| <b>Network and Computer Systems Administrators</b> install, configure, and support an organization's network and Internet systems.                  | Entry: \$55,680<br>Average: \$77,434  | 9,935 Employed<br>1.9% Growth<br>349 Openings/year    | Bachelor's Degree                                 |
| <b>Software Developers-Applications</b> create computer applications software or utility programs.  | Entry: \$72,306<br>Average: \$101,525 | 34,263 Employed<br>3.2% Growth<br>1,488 Openings/year | Bachelor's Degree                                 |
| <b>Software Developers-Systems</b> research, design, develop, and test operating systems-level software.  | Entry: \$80,116<br>Average: \$106,740 | 15,050 Employed<br>2.6% Growth<br>550 Openings/year   | Bachelor's Degree                                 |

# Career Cluster 12

## Law, Public Safety, Corrections, & Security



| Occupational Description   | Annual Wages                          | Outlook   | Education<br>(Most common training requirements.) |
|--|---------------------------------------|---|---|
| <b>Bailiffs</b> enforce the rules of conduct in courtrooms.  | Entry: \$27,812<br>Average: \$42,643  | 173 Employed<br>-0.3% Growth<br>2 Openings/year     | High School Diploma                               |
| <b>Correctional Officers and Jailers</b> keep order and enforce rules in jails and prisons.  | Entry: \$40,282<br>Average: \$47,838  | 6,704 Employed<br>-0.1% Growth<br>100 Openings/year | Associate's Degree or Technical Certificate       |
| <b>Detectives and Criminal Investigators</b> gather facts and evidence for criminal cases.   | Entry: \$67,718<br>Average: \$91,728  | 1,898 Employed<br>-0.1% Growth<br>33 Openings/year  | High School Diploma                               |
| <b>Fire Inspectors and Investigators</b> determine the origin and causes of fires.   | Entry: \$58,144<br>Average: \$79,117  | 254 Employed<br>0.1% Growth<br>7 Openings/year      | High School Diploma                               |
| <b>Firefighters</b> put out fires and rescue people who are in danger.   | Entry: \$35,396<br>Average: \$63,487  | 8,361 Employed<br>-0.2% Growth<br>192 Openings/year | High School Diploma                               |
| <b>First-Line Supervisors of Police and Detectives</b> supervise and coordinate activities of the police force.                                    | Entry: \$71,610<br>Average: \$92,030  | 2,190 Employed<br>-0.2% Growth<br>79 Openings/year  | Associate's Degree or Technical Certificate       |
| <b>Judges, Magistrate Judges, and Magistrates</b> arbitrate, adjudicate, or administer justice in a court of law.                                  | Entry: \$68,402<br>Average: \$102,688 | 1,055 Employed<br>0.0% Growth<br>19 Openings/year   | Master's, PhD or Professional Degree              |
| <b>Judicial Law Clerks</b> research, write, and read legal arguments.  | Entry: \$43,272<br>Average: \$56,582  | 309 Employed<br>-0.1% Growth<br>4 Openings/year     | Master's, PhD or Professional Degree              |
| <b>Lawyers</b> advise clients of their legal rights and suggest a course of action.  | Entry: \$65,652<br>Average: \$118,355 | 14,231 Employed<br>1.1% Growth<br>420 Openings/year | Master's, PhD or Professional Degree              |
| <b>Lifeguards and Ski Patrollers</b> monitor recreational areas, such as lakes and ski runs. They rescue people and provide first aid when needed. | Entry: \$19,876<br>Average: \$23,550  | 2,181 Employed<br>0.8% Growth<br>246 Openings/year  | High School Diploma                               |
| <b>Paralegals and Legal Assistants</b> research and investigate facts for lawyers.   | Entry: \$33,935<br>Average: \$52,437  | 6,825 Employed<br>1.8% Growth<br>214 Openings/year  | Associate's Degree or Technical Certificate       |

## Career Cluster 12, Law, Public Safety, Corrections, & Security

| Occupational Description   | Annual Wages                         | Outlook   | Education<br>(Most common training requirements.) |
|--|--------------------------------------|---|---|
| <b>Police and Sheriff's Patrol Officers</b> maintain order and protect life and property by enforcing laws.                                | Entry: \$53,748<br>Average: \$69,755 | 8,747 Employed<br>-0.2% Growth<br>220 Openings/year | High School Diploma                               |
| <b>Private Detectives and Investigators</b> assist lawyers, businesses and the public with a variety of cases.                             | Entry: \$43,224<br>Average: \$71,360 | 423 Employed<br>1.4% Growth<br>14 Openings/year     | Associate's Degree or Technical Certificate       |
| <b>Probation Officers and Correctional Treatment Specialists</b> help ex-offenders adjust to community life.                               | Entry: \$46,649<br>Average: \$54,209 | 2,506 Employed<br>-0.1% Growth<br>49 Openings/year  | Bachelor's Degree                                 |
| <b>Security Guards</b> protect property from vandalism, theft, and fire.   | Entry: \$21,495<br>Average: \$33,183 | 15,663 Employed<br>1.8% Growth<br>528 Openings/year | High School Diploma                               |
| <b>Transportation Security Screeners</b> conduct screening of passengers, baggage, or cargo to ensure compliance with federal regulations. | Entry: \$30,531<br>Average: \$37,493 | 1,119 Employed<br>0.1% Growth<br>10 Openings/year   | High School Diploma                               |

# Career Cluster 13

## Manufacturing



| Occupational Description   | Annual Wages                          | Outlook   | Education<br>(Most common training requirements.) |
|--|---------------------------------------|---|---|
| <b>Aircraft Mechanics and Service Technicians</b> diagnose, adjust, repair, or overhaul aircraft engines.  | Entry: \$40,460<br>Average: \$58,285  | 5,232 Employed<br>1.8% Growth<br>254 Openings/year  | Associate's Degree or Technical Certificate       |
| <b>Aircraft Structure, Surfaces, Rigging, and Systems Assemblers</b> assemble, fit, fasten, and install parts of airplanes, space vehicles, or missiles. | Entry: \$36,507<br>Average: \$53,336  | 11,594 Employed<br>3.7% Growth<br>701 Openings/year | High School Diploma                               |
| <b>Boilermakers</b> build, install, and repair boilers, and also work on other large containers of liquids and gases.                                    | Entry: \$38,200<br>Average: \$49,331  | 449 Employed<br>1.9% Growth<br>28 Openings/year     | High School Diploma                               |
| <b>Computer-Controlled Machine Tool Operators</b> operate computer-controlled machines or robots.  | Entry: \$29,508<br>Average: \$45,293  | 2,823 Employed<br>3.7% Growth<br>168 Openings/year  | High School Diploma                               |
| <b>Dental Laboratory Technicians</b> make and repair dentures, crowns and bridges.   | Entry: \$29,684<br>Average: \$43,872  | 1,271 Employed<br>1.3% Growth<br>57 Openings/year   | High School Diploma                               |
| <b>Electrical and Electronic Engineering Technicians</b> design, build, repair, calibrate, and modify electrical components, circuitry, and controls.    | Entry: \$44,230<br>Average: \$63,182  | 2,618 Employed<br>1.9% Growth<br>103 Openings/year  | Associate's Degree or Technical Certificate       |
| <b>Extruding and Drawing Machine Setters, Operators, and Tenders</b> operate machines to extrude or draw thermoplastic or metal materials.               | Entry: \$24,565<br>Average: \$37,362  | 924 Employed<br>1.9% Growth<br>36 Openings/year     | High School Diploma                               |
| <b>Industrial Engineers</b> develop systems to manage production processes, including human work factors, quality control, and inventory control.        | Entry: \$66,313<br>Average: \$89,482  | 5,275 Employed<br>2.9% Growth<br>275 Openings/year  | Bachelor's Degree                                 |
| <b>Industrial Production Managers</b> plan and direct the work and resources necessary to manufacture products.  | Entry: \$62,137<br>Average: \$100,640 | 2,894 Employed<br>2.0% Growth<br>123 Openings/year  | Associate's Degree or Technical Certificate       |

## Career Cluster 13, Manufacturing

| Occupational Description   | Annual Wages                         | Outlook   | Education<br>(Most common training requirements.) |
|--|--------------------------------------|---|---|
| <b>Industrial Truck and Tractor Operators</b> use trucks or tractors equipped to move materials around.  | Entry: \$24,564<br>Average: \$37,704 | 11,035 Employed<br>1.5% Growth<br>482 Openings/year | High School Diploma                               |
| <b>Locksmiths and Safe Repairers</b> install and repair locks and safes.   | Entry: \$25,643<br>Average: \$40,899 | 616 Employed<br>1.5% Growth<br>20 Openings/year     | High School Diploma                               |
| <b>Machinists</b> use machine tools to produce precision metal parts.  | Entry: \$32,033<br>Average: \$49,942 | 4,824 Employed<br>4.1% Growth<br>309 Openings/year  | Associate's Degree or Technical Certificate       |
| <b>Millwrights</b> install, dismantle, or move machinery and heavy equipment.  | Entry: \$50,605<br>Average: \$68,165 | 1,644 Employed<br>1.7% Growth<br>65 Openings/year   | Associate's Degree or Technical Certificate       |
| <b>Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders</b> set up, operate, or tend metal or plastic molding, casting, or core-making machines. | Entry: \$24,337<br>Average: \$36,134 | 1,060 Employed<br>2.4% Growth<br>45 Openings/year   | High School Diploma                               |
| <b>Telecommunications Equipment Installers and Repairers</b> fix telephone, cable, Internet, and other communications equipment.                                     | Entry: \$38,045<br>Average: \$57,294 | 4,233 Employed<br>0.8% Growth<br>109 Openings/year  | Associate's Degree or Technical Certificate       |
| <b>Welders, Cutters, Solderers, and Brazers</b> use heat to permanently join pieces of metal.  | Entry: \$32,754<br>Average: \$45,933 | 5,693 Employed<br>3.3% Growth<br>363 Openings/year  | Associate's Degree or Technical Certificate       |
| <b>Wind Turbine Service Technicians</b> assemble, maintain, and repair wind turbines used in energy generation.  | Entry: \$44,669<br>Average: \$51,563 | N/A Employed<br>N/A Growth<br>N/A Openings/year     | Associate's Degree or Technical Certificate       |

# Career Cluster 14

## Marketing, Sales & Service



| Occupational Description   | Annual Wages                          | Outlook   | Education<br>(Most common training requirements.) |
|--|---------------------------------------|---|---|
| <b>Advertising and Promotions Managers</b> plan and direct ads for businesses.   | Entry: \$64,797<br>Average: \$110,107 | 592 Employed<br>2.0% Growth<br>29 Openings/year       | Bachelor's Degree                                 |
| <b>Advertising Sales Agents</b> sell air time on radio and TV stations. They also sell page space in newspapers and magazines.             | Entry: \$29,917<br>Average: \$65,228  | 3,568 Employed<br>1.9% Growth<br>179 Openings/year    | Associate's Degree or Vocational Certificate      |
| <b>Cashiers</b> ring up sales and receive payments for merchandise.  | Entry: \$20,030<br>Average: \$26,437  | 61,857 Employed<br>0.9% Growth<br>4,226 Openings/year | On-the-Job Training                               |
| <b>Driver/Sales Workers</b> drive routes in an established territory and sell or deliver goods.  | Entry: \$20,770<br>Average: \$32,222  | 6,427 Employed<br>1.2% Growth<br>199 Openings/year    | On-the-Job Training                               |
| <b>Fashion Designers</b> design clothes and accessories for manufacture and sale.  | Entry: \$32,891<br>Average: \$62,868  | 442 Employed<br>1.5% Growth<br>20 Openings/year       | Associate's Degree or Vocational Certificate      |
| <b>Floral Designers</b> cut and arrange flowers and plants.  | Entry: \$22,260<br>Average: \$29,752  | 1,513 Employed<br>1.1% Growth<br>63 Openings/year     | High School Diploma                               |
| <b>Interior Designers</b> plan and design spaces and furnish interiors.  | Entry: \$33,299<br>Average: \$51,097  | 1,551 Employed<br>1.5% Growth<br>71 Openings/year     | Bachelor's Degree                                 |
| <b>Market Research Analysts and Marketing Specialists</b> research market conditions to determine potential sales of products or services. | Entry: \$41,809<br>Average: \$79,546  | 10,826 Employed<br>3.4% Growth<br>698 Openings/year   | Bachelor's Degree                                 |
| <b>Purchasing Agents</b> buy machinery, equipment, tools, parts, supplies, or services.  | Entry: \$46,149<br>Average: \$69,316  | 8,970 Employed<br>1.7% Growth<br>396 Openings/year    | Bachelor's Degree                                 |
| <b>Real Estate Brokers</b> oversee real estate transactions, rent properties and arrange loans.  | Entry: \$31,321<br>Average: \$68,735  | 1,538 Employed<br>0.0% Growth<br>33 Openings/year     | Associate's Degree or Vocational Certificate      |
| <b>Real Estate Sales Agents</b> help clients buy, sell, or lease land or property.   | Entry: \$25,241<br>Average: \$50,547  | 6,329 Employed<br>0.1% Growth<br>144 Openings/year    | Associate's Degree or Vocational Certificate      |

## Career Cluster 14, Marketing, Sales & Service

| Occupational Description   | Annual Wages                          | Outlook   | Education<br>(Most common training requirements.) |
|--|---------------------------------------|---|---|
| <b>Sales Managers</b> direct and coordinate the sales of goods and services for businesses.                                      | Entry: \$71,305<br>Average: \$127,666 | 8,044 Employed<br>2.2% Growth<br>419 Openings/year    | Bachelor's Degree                                 |
| <b>Sales Representatives</b> sell goods for wholesalers or manufacturers to businesses or groups of individuals.                 | Entry: \$34,666<br>Average: \$67,708  | 31,542 Employed<br>2.0% Growth<br>1,417 Openings/year | Associate's Degree or Vocational Certificate      |
| <b>Telemarketers</b> solicit donations or orders for goods or services over the telephone.                                       | Entry: \$20,851<br>Average: \$25,178  | 5,807 Employed<br>3.0% Growth<br>333 Openings/year    | High School Diploma                               |
| <b>Wholesale and Retail Buyers</b> purchase merchandise or commodities for resale to consumers at the wholesale or retail level. | Entry: \$35,835<br>Average: \$64,113  | 3,616 Employed<br>1.8% Growth<br>163 Openings/year    | Associate's Degree or Vocational Certificate      |



# Career Cluster 15

## Science, Technology, Engineering, & Mathematics



| Occupational Description   | Annual Wages                          | Outlook   | Education<br>(Most common training requirements.) |
|--|---------------------------------------|---|---|
| <b>Aerospace Engineers</b> design, construct, and test parts for aircraft, spacecraft and weapons.                                   | Entry: \$78,888<br>Average: \$103,634 | 7,643 Employed<br>1.8% Growth<br>296 Openings/year  | Bachelor's Degree                                 |
| <b>Anthropologists and Archeologists</b> study the origin, development, and behavior of human beings.                                | Entry: \$44,282<br>Average: \$62,295  | 229 Employed<br>1.6% Growth<br>13 Openings/year     | Master's, PhD or Professional Degree              |
| <b>Biological Technicians</b> assist biological and medical scientists in laboratories.  | Entry: \$30,538<br>Average: \$42,422  | 3,506 Employed<br>1.4% Growth<br>176 Openings/year  | Bachelor's Degree                                 |
| <b>Biomedical Engineers</b> design new tools and devices to improve health care. They develop new ways to treat illness and disease. | Entry: \$49,099<br>Average: \$85,957  | 268 Employed<br>4.2% Growth<br>18 Openings/year     | Bachelor's Degree                                 |
| <b>Chemical Engineers</b> solve problems that involve using or making chemicals.   | Entry: \$64,304<br>Average: \$95,419  | 432 Employed<br>2.0% Growth<br>22 Openings/year     | Bachelor's Degree                                 |
| <b>Chemists</b> search for new knowledge about chemicals.  | Entry: \$50,485<br>Average: \$78,481  | 2,131 Employed<br>1.9% Growth<br>113 Openings/year  | Bachelor's Degree                                 |
| <b>Civil Engineers</b> plan and design roads, buildings, airports, tunnels, dams, bridges and water systems.                         | Entry: \$63,014<br>Average: \$86,087  | 13,470 Employed<br>1.6% Growth<br>476 Openings/year | Bachelor's Degree                                 |
| <b>Electrical and Electronics Engineering Technicians</b> build, test, troubleshoot and repair electronic components.                | Entry: \$44,230<br>Average: \$63,182  | 2,618 Employed<br>1.9% Growth<br>103 Openings/year  | Associate's Degree or Technical Certificate       |
| <b>Environmental Scientists and Specialists</b> study problems that affect the health of living things.                              | Entry: \$54,854<br>Average: \$82,105  | 4,193 Employed<br>1.6% Growth<br>188 Openings/year  | Bachelor's Degree                                 |
| <b>Epidemiologists</b> investigate and describe the cause and distribution of disease, disability, or health outcomes.               | Entry: \$57,918<br>Average: \$76,539  | 266 Employed<br>1.4% Growth<br>5 Openings/year      | Master's, PhD or Professional Degree              |
| <b>Forensic Science Technicians</b> collect, identify, and analyze evidence related to criminal investigations.                      | Entry: \$38,159<br>Average: \$55,737  | 171 Employed<br>-0.2% Growth<br>7 Openings/year     | Bachelor's Degree                                 |

## Career Cluster 15, Science, Technology, Engineering, & Mathematics

| Occupational Description   | Annual Wages                          | Outlook  | Education<br>(Most common training requirements.) |
|--|---------------------------------------|--|---|
| <b>Geoscientists</b> study the composition, structure, and other physical aspects of the Earth.  | Entry: \$54,090<br>Average: \$85,236  | 1,045 Employed<br>2.2% Growth<br>55 Openings/year  | Bachelor's Degree                                 |
| <b>Hydrologists</b> research the distribution, circulation, and physical properties of underground and surface waters.   | Entry: \$64,360<br>Average: \$84,532  | 478 Employed<br>1.8% Growth<br>23 Openings/year    | Bachelor's Degree                                 |
| <b>Marine Engineers and Naval Architects</b> design, develop, and evaluate the operation of marine vessels, ship machinery, and related equipment.                 | Entry: \$64,975<br>Average: \$86,637  | 653 Employed<br>1.7% Growth<br>25 Openings/year    | Bachelor's Degree                                 |
| <b>Materials Scientists</b> research and study the structures and chemical properties of natural and synthetic or composite materials.                             | Entry: \$50,582<br>Average: \$84,207  | 417 Employed<br>2.6% Growth<br>25 Openings/year    | Master's, PhD or Professional Degree              |
| <b>Mechanical Engineers</b> oversee the design, construction, and testing of mechanical products and systems.  | Entry: \$62,492<br>Average: \$91,550  | 5,389 Employed<br>2.6% Growth<br>324 Openings/year | Bachelor's Degree                                 |
| <b>Medical Scientists</b> conduct research to find causes of and treatments for disease.   | Entry: \$42,912<br>Average: \$77,516  | 4,725 Employed<br>2.7% Growth<br>155 Openings/year | Master's, PhD or Professional Degree              |
| <b>Physicists</b> conduct research, develop theories, and devise methods to apply physical laws and theories.  | Entry: \$70,906<br>Average: \$113,236 | 818 Employed<br>2.6% Growth<br>46 Openings/year    | Master's, PhD or Professional Degree              |
| <b>Sociologists</b> study human society and social behavior.   | Entry: \$48,854<br>Average: \$63,526  | 180 Employed<br>0.8% Growth<br>6 Openings/year     | Master's, PhD or Professional Degree              |
| <b>Statisticians</b> collect, organize, and interpret numerical data.  | Entry: \$48,903<br>Average: \$67,985  | 601 Employed<br>1.7% Growth<br>26 Openings/year    | Master's, PhD or Professional Degree              |
| <b>Surveying and Mapping Technicians</b> obtain data through surveying and mapping used for construction, mapmaking, boundary location, mining, or other purposes. | Entry: \$38,307<br>Average: \$50,754  | 1,200 Employed<br>1.8% Growth<br>46 Openings/year  | Associate's Degree or Technical Certificate       |

# Career Cluster 16

## Transportation, Distribution, & Logistics



| Occupational Description  | Annual Wages                         | Outlook   | Education<br>(Most common training requirements.) |
|---|--------------------------------------|---|---|
| <b>Ambulance Drivers and Attendants</b> drive ambulances or assist in transporting sick and injured people.   | Entry: \$21,901<br>Average: \$26,722 | 208 Employed<br>3.0% Growth<br>11 Openings/year       | High School Diploma                               |
| <b>Automotive Body and Related Repairers</b> fix or replace damaged parts of vehicle bodies and frames.   | Entry: \$27,842<br>Average: \$44,329 | 2,832 Employed<br>0.2% Growth<br>76 Openings/year     | High School Diploma                               |
| <b>Automotive Service Technicians and Mechanics</b> diagnose, adjust, and repair cars and trucks.   | Entry: \$27,530<br>Average: \$43,075 | 14,000 Employed<br>0.8% Growth<br>477 Openings/year   | High School Diploma                               |
| <b>Avionics Technicians</b> install, inspect, and repair avionics equipment, such as radar, radio, navigation, and missile control systems.           | Entry: \$49,373<br>Average: \$63,262 | 1,240 Employed<br>1.9% Growth<br>53 Openings/year     | Associate's Degree or Technical Certificate       |
| <b>Bus and Truck Mechanics and Diesel Engine Specialists</b> diagnose and repair buses and trucks, or maintain and repair any type of diesel engines. | Entry: \$39,241<br>Average: \$52,916 | 7,634 Employed<br>1.2% Growth<br>241 Openings/year    | Associate's Degree or Technical Certificate       |
| <b>Bus Drivers</b> transport people and assist passengers.  | Entry: \$39,252<br>Average: \$49,520 | 7,989 Employed<br>0.0% Growth<br>141 Openings/year    | High School Diploma                               |
| <b>Commercial Pilots</b> fly planes, helicopters, and air ambulances.   | Entry: \$44,945<br>Average: \$82,731 | 1,027 Employed<br>1.7% Growth<br>56 Openings/year     | Associate's Degree or Technical Certificate       |
| <b>Dispatchers</b> schedule and dispatch workers, work crews, equipment, or service vehicles.   | Entry: \$27,870<br>Average: \$43,203 | 3,720 Employed<br>1.8% Growth<br>131 Openings/year    | High School Diploma                               |
| <b>Flight Attendants</b> keep airline passengers safe and comfortable.  | Entry: \$31,961<br>Average: \$42,824 | 926 Employed<br>1.5% Growth<br>30 Openings/year       | High School Diploma                               |
| <b>Heavy and Tractor-Trailer Truck Drivers</b> drive large trucks or tractor-trailers to transport materials.   | Entry: \$31,337<br>Average: \$42,840 | 29,655 Employed<br>1.8% Growth<br>1,119 Openings/year | High School Diploma                               |

## Career Cluster 16, Transportation, Distribution, & Logistics

| Occupational Description  | Annual Wages                         | Outlook   | Education<br>(Most common training requirements.) |
|---|--------------------------------------|---|---|
| <b>Laborers and Freight, Stock, and Material Movers</b> move freight, stock, or other materials.                      | Entry: \$21,386<br>Average: \$31,646 | 39,929 Employed<br>2.3% Growth<br>2,335 Openings/year | High School Diploma                               |
| <b>Logisticians</b> analyze and coordinate an organization's flow of resources, functions and operations.             | Entry: \$61,203<br>Average: \$84,486 | 6,409 Employed<br>2.0% Growth<br>250 Openings/year    | Bachelor's Degree                                 |
| <b>Mobile Heavy Equipment Mechanics</b> diagnose and repair mechanical, hydraulic, and pneumatic equipment.           | Entry: \$39,352<br>Average: \$55,039 | 3,293 Employed<br>1.5% Growth<br>131 Openings/year    | Associate's Degree or Technical Certificate       |
| <b>Recreational Vehicle Service Technicians</b> diagnose and repair recreational vehicles, including travel trailers  | Entry: \$30,708<br>Average: \$42,193 | 318 Employed<br>1.6% Growth<br>13 Openings/year       | High School Diploma                               |
| <b>Sailors and Marine Oilers</b> search for vessel obstructions and measure water depth, among other duties.          | Entry: \$38,332<br>Average: \$47,579 | 1,652 Employed<br>0.7% Growth<br>74 Openings/year     | High School Diploma                               |
| <b>Ship Engineers</b> supervise and coordinate activities of crew engaged in maintenance and operation of ship.       | Entry: \$50,404<br>Average: \$78,847 | 577 Employed<br>1.0% Growth<br>28 Openings/year       | Associate's Degree or Technical Certificate       |
| <b>Shipping, Receiving, and Traffic Clerks</b> verify and maintain records on incoming and outgoing shipments.        | Entry: \$24,362<br>Average: \$35,897 | 13,655 Employed<br>1.5% Growth<br>563 Openings/year   | High School Diploma                               |
| <b>Taxi Drivers and Chauffeurs</b> transport passengers to and from their homes, workplaces, and other locations.     | Entry: \$20,187<br>Average: \$27,225 | 5,222 Employed<br>1.8% Growth<br>153 Openings/year    | On-the-Job Training                               |
| <b>Transportation Inspectors</b> enforce safety rules that protect people and cargo, and investigate accidents.       | Entry: \$22,121<br>Average: \$49,108 | 1,004 Employed<br>0.8% Growth<br>33 Openings/year     | Associate's Degree or Technical Certificate       |
| <b>Transportation, Storage, and Distribution Managers</b> direct transportation, storage, or distribution activities. | Entry: \$60,185<br>Average: \$99,316 | 3,225 Employed<br>1.6% Growth<br>127 Openings/year    | Bachelor's Degree                                 |

# Index of Careers

Use this list of selected careers to explore different occupations and discover what they pay, whether they're in demand, and what education they require. Pick a career, circle the page number, and flip to that page to get the details. Need help? The chart on Page 13 explains how to use the guide. For a complete, searchable list of careers go to **CareerBridge.wa.gov**.

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| Agricultural Inspectors .....                                       | 14 |  |
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| Animal Control Workers .....  | 26 |  |
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| Childcare Workers .....   | 32 |  |
| Civil Engineers .....   | 42 |  |
| Claims Adjusters, Examiners, and Investigators .....                | 24 |  |
| Clergy .....  | 32 |  |
| Clinical, Counseling, and School Psychologists .....                | 32 |  |
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| Coaches and Scouts .....  | 22 |  |
| Coin and Vending Machine Servicers and Repairers .....              | 34 |  |
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| Conservation Scientists .....                                       | 14 |  |
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| Construction Laborers .....   | 16 |  |
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| Correctional Officers and Jailers ..                                | 36 |  |
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| Detectives and Criminal Investigators .....                         | 36 |  |
| Diagnostic Medical Sonographers                                     | 28 |  |
| Dietetic Technicians .....  | 28 |  |
| Dietitians and Nutritionists .....                                  | 28 |  |
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| Film and Video Editors .....   | 18 | Hotel, Motel, and Resort<br>Desk Clerks .....                                     | 30 |
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| Fire Inspectors and Investigators .....                                | 36 | Industrial Engineers .....  | 38 |
| Firefighters .....   | 36 | Industrial Production Managers .....  | 38 |
| First-Line Supervisors of Office<br>Support Workers .....              | 20 | Industrial Truck and Tractor<br>Operators .....                                   | 39 |
| First-Line Supervisors of Police and<br>Detectives .....               | 36 | Instructional Coordinators .....  | 22 |
| Fish and Game Wardens .....  | 14 | Insulation Workers .....  | 17 |
| Fishers and Related Fishing<br>Workers .....                           | 14 | Insurance Sales Agents .....  | 24 |
| Flight Attendants .....  | 44 | Insurance Underwriters .....  | 24 |
| Floral Designers .....   | 40 | Interior Designers .....  | 40 |
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| Food Service Managers .....  | 30 | <b>J-K</b>  |    |
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|  |    | Legal Secretaries .....   | 20 |
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|  |    | Librarians .....  | 22 |
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|  |    | Marine Engineers and Naval<br>Architects .....                                    | 43 |
|  |    | Market Research Analysts and<br>Marketing Specialists .....                       | 40 |
|  |    | Marriage and Family Therapists .....  | 32 |
|  |    | Massage Therapists .....  | 28 |
|  |    | Materials Scientists .....  | 43 |
|  |    | Mechanical Engineers .....  | 43 |
|  |    | Medical and Clinical Laboratory<br>Technicians .....                              | 28 |
|  |    | Medical Equipment Preparers .....   | 28 |
|  |    | Medical Records and Health<br>Information Technicians .....                       | 29 |
|  |    | Medical Scientists .....  | 43 |
|  |    | Medical Secretaries .....   | 20 |
|  |    | Meeting, Convention, and Event<br>Planners .....                                  | 21 |
|  |    | Mental Health Counselors .....  | 32 |
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| Ship Engineers.....                 | 45 |
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| Tellers .....                       | 25 |
| Tile and Marble Setters.....        | 17 |
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## Career Steps to Take in High School

If you're in high school or middle school, start preparing for your career today. Now is a good time to learn about jobs and career fields, and about what you like and don't like to do. The more you learn about the working world, the easier it is to know where you want to go.

### Try on a career with Career and Technical Education

Do you like welding or carpentry? Ever thought about becoming a nurse or pharmacist? Or maybe you like working with technology or enjoy sales and marketing. There are many jobs that you can explore while you're in high school through a Career and Technical Education (CTE) class.

CTE blends academic subjects like math and writing with jobs you'd actually like to do! So while you're learning about right angles or how to write a report, you're also able to create a business plan or use a miter saw to build something. And if you like what you're learning, you can dig deeper into the subject and in some cases earn both high school and college credits. Find out more about CTE Career Clusters at [www.k12.wa.us/CareerTechEd/Clusters/default.aspx](http://www.k12.wa.us/CareerTechEd/Clusters/default.aspx).

### CTE Career Clusters—One is right for you!

Find out which CTE classes are available at your high school or middle school. Are there classes in one of the career clusters that interest you?

### Skills Centers: Dig deeper into the career of your choice

Whether your passion is for cooking, learning to build robots or helping people get healthy, Skills Centers offer you a place to explore those interests in-depth. With Skills Centers, you get hands-on, specialized training in areas that range from culinary arts to robotics technology to nursing. Often, you're able to earn industry certification and college credits while you're still in high school. Plus you add value to your resume, for when you are looking for a job. There are 13 Skills Centers in Washington, serving more than 100 school districts. Many students go to a Skills Center as part of their school day, immersing themselves in career-focused classes, while attending high school the rest of the time. See which Skills Center serves your school district at: [www.washingtonskillscenters.org](http://www.washingtonskillscenters.org)

### Skills Centers

**Clark County Skills Center—Vancouver**  
(360) 604-1050

**New Market Skills Center—Tumwater**  
(360) 570-4500

**North Olympic Peninsula Skills Center—Port Angeles**  
(360) 565-1533

**Northwest Career and Technical Academy—Mount Vernon**  
(360) 848-0706

**Pierce County Skills Center—Puyallup**  
(253) 683-5950

**Puget Sound Skills Center—Burien**  
(206) 631-7300

**Sno-Isle Technical Skills Center—Everett**  
(425) 348-2220

**NEWTECH Skills Center—Spokane**  
(509) 354-7470

**Tri-Tech Skills Center—Kennewick**  
(509) 222-7300

**Washington Network for Innovative Careers—Kirkland**  
(425) 739-8400

**Wenatchee Valley Technical Skills Center—Wenatchee**  
(509) 662-8827

**West Sound Technical Skills Center—Bremerton**  
(360) 473-0550

**Yakima Valley Technical Skills Center—Yakima**  
(509) 573-5500

## Education and Training After High School

Whether it's a certificate or specific training that builds on your high school experience, the education you receive *after* high school will make a big difference in securing a career that grows with you and offers opportunities for higher pay.

To earn a living wage, you need to get through high school—and get at least a certificate representing one or more years of specific learning or training after high school.

For some people, an associate's degree at a community or technical college, or private career school, paves the way to a rewarding career. For others, it's joining the military, where you learn valuable skills and see the world, or it's becoming an apprentice and joining a high-paying, hands-on trade. For still others, it's working toward a four-year liberal arts degree that expands your knowledge of the arts and world, or even a doctoral degree in medicine, dentistry, veterinary medicine or law.

The biggest question before you start down the path toward any profession is: Do you know what you want to do? Be sure you figure that out first, at the beginning of this guide, by assessing your interests and abilities, then deciding on a Career Cluster. You'll want to have an idea of what career field you're interested in, before you invest time and money in additional education and training. (Turn to pages 2-13 to complete Steps 1-4.)

### Washington's Community and Technical Colleges

The state has 34 public community and technical colleges. They offer academic associate's degrees that transfer to a college or university, and certificates and degrees in career-specific areas such as health care, accounting, automotive technology and culinary arts. A growing number also offer applied bachelor's degree programs in a variety of subject areas. Chances are, there's a college near you. Go to [www.checkoutacollege.com](http://www.checkoutacollege.com)

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*Learn how to fully explore your options using the guide's Career Cluster Tables on pages 14-45 or click on the searchable database at [CareerBridge.wa.gov](http://CareerBridge.wa.gov)*

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### Four-Year Colleges and Universities

Washington is home to six public four-year colleges and universities, in addition to Western Governors University, which is entirely online. Many of the four-year universities also have branch campuses in select cities. See [www.wsac.wa.gov/CollegesAndUniversities](http://www.wsac.wa.gov/CollegesAndUniversities)

### Private Career Schools

Private career schools offer career-centered training in a variety of areas—from commercial truck driving to dental assisting. Students can earn certificates or degrees. Find out more at [www.nwcareercolleges.org](http://www.nwcareercolleges.org)

### Independent Colleges and Universities

Washington's independent colleges and universities provide another option for students pursuing a four-year degree. [www.icwashington.org/](http://www.icwashington.org/)

### Graduate and Professional Degrees

All of Washington's public four-year institutions, and some independent institutions, offer graduate-level courses leading to a master's degree. Typically, students must first earn a bachelor's degree before continuing with their education to earn an advanced degree in a specialized area. For example, some graduate students may earn a master's in business administration, or MBA. Others might continue their studies to earn a master's degree in English or history, or perhaps a master's in public administration or fine arts. The University of Washington and Washington State University also offer doctoral degrees (known as PhDs) in addition to professional degrees—including medicine, dentistry, veterinary medicine and law.

## **Military Careers**

The Armed Services offer men and women the opportunity to learn self-discipline, leadership and a wide range of technical skills and specialties that also translate to civilian jobs. All of the Armed Services provide their personnel with incentives for continuing their education both while in the military, as well as after their service time.

For those choosing to attend college first, the Reserve Officer Training Corps (ROTC) scholarship provides financial assistance for tuition and fees, books, and living expenses.

Military personnel are encouraged to continue their education. Members are eligible for programs such as the Montgomery GI Bill and tuition assistance. Individual services also offer other educational incentives, such as a loan repayment program and college assistance funds.

## **Washington National Guard Training and Benefits**

The Washington National Guard is made up of citizen soldiers who serve both the state and the nation. Most National Guard members have civilian jobs, as well as Guard careers. While serving, they are paid and receive many benefits, such as insurance, post exchange privileges, and additional training. More info at [www.washingtonguard.org](http://www.washingtonguard.org)

## **Job Corps Program**

Job Corps helps young people through academic programs, technical training, employment skills, health care and counseling. It is a national training and employment program administered by the U.S. Department of Labor. Youth entering the program must be at least 16 and not yet 25 years of age, a U.S. citizen or legal resident, meet income guidelines, and be in need of additional education and training. More info at [www.jobcorps.gov/](http://www.jobcorps.gov/)

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### ***More information on Armed Services careers:***

#### **U.S. Army**

[www.goarmy.com](http://www.goarmy.com)

#### **U.S. Navy**

[www.navy.mil](http://www.navy.mil)

#### **U.S. Air Force**

[www.airforce.com](http://www.airforce.com)

#### **U.S. Marine Corps**

[www.marines.com](http://www.marines.com)

#### **U.S. Coast Guard**

[www.gocoastguard.com](http://www.gocoastguard.com)

#### **Air National Guard**

[www.ang.af.mil](http://www.ang.af.mil)

#### **Army National Guard**

[www.nationalguard.com](http://www.nationalguard.com)

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## **Apprenticeships: Earn while you learn**

Earn a paycheck while you learn a skilled profession in fields like construction, health care, culinary arts, and many others.

With an apprenticeship, your classroom studies are combined with paid on-the-job training supervised by a professional. Much like a college education, it takes several years to become fully trained in an occupation. However, unlike college students, apprentices earn while they learn.

Apprentices receive wages that are tied to a progressively increasing scale—so with each step you take, you're able to earn more money. Once apprentices master an occupation, they receive the same wages as a professional.

Depending on the trade you train for, your paycheck can be considerable. For example, journey-level plumbers, pipefitters, and steamfitters earned average annual wages of over \$60,000 in Washington in 2012.

Apprentices are taught by experienced journey-level workers, so there is a direct connection between what you learn in the classroom, and what you do on the job. At least 144 hours of related supplemental classroom instruction is required each year during the course of a program. Programs normally provide a minimum of 1,500 to 2,000 hours paid on-the-job training, where apprentices have a chance to practice new skills while learning the occupation.

## **Who can be an apprentice?**

Entrance requirements vary by trade. In general, apprentices must:

- Be 16 years or older, though hazardous occupations require you be at least 18. Over 80 percent of apprentices are over 21.
- Have access to reliable transportation.
- Be drug free.
- Commit to one to five years of paid on-the-job training and related supplemental classroom instruction (often done on the apprentice's own time).
- Be interested in a career, not just a job.

## **What kind of work do apprentices do?**

While construction and building trades are perhaps the most well-known apprenticeships, there are apprenticeships in health care, manufacturing, food preparation and public safety. Explore your options and learn more about apprenticeship at: [www.exploreapprenticeship.wa.gov](http://www.exploreapprenticeship.wa.gov)

## **What's available in your area?**

Learn all about registered apprenticeship programs through the state Department of Labor & Industries website: [www.lni.wa.gov/tradeslicensing/apprenticeship/](http://www.lni.wa.gov/tradeslicensing/apprenticeship/)

# Getting College Credit for What You Have Already Learned

College credit doesn't always have to be earned in the classroom. You may possess knowledge, life skills, work experience or military training that can be translated into valuable college credit.

## Prior Learning Assessments

Many colleges and universities make it possible for students to gain credit in some of their courses, without enrolling in the classes, by taking an exam that allows them to demonstrate what they know. All community and technical colleges and all four-year college and universities (public and private) have a process for assessing a student's prior learning for possible college credit. Assessments can be done through standardized tests such as the College-Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Education Support (DANTES).

You also might be able to gain course credit for certifications you have earned in the past or military work experience. Some colleges and universities have created "crosswalks" between this prior learning experience and some of their courses.

## What will it Cost?

Each college and university sets their own rate for granting Prior Learning credits based on their costs associated with the assessment. Generally, it should be less than the tuition and books associated with taking the course for credit.

## Learn More

If you think you might be eligible for prior learning credit, contact the college or university of your choice and ask for the Prior Learning Assessment (PLA) point of contact.

## High School Credit for College Credit

If you participated in Advanced Placement classes, Running Start, Tech Prep or a Program of Study, you may be able to get college credit for this work. Credit policies vary by institution so be sure to verify your credit before counting on it.

# Paying for Your Education

Just as there are many career paths, there are many ways to pay for your education and training. In some cases, it may even be free. For example, if you pursue an apprenticeship or military career your education expenses will either be covered or built into your salary, as these choices involve working and learning.

College and other types of advanced education and training can be costly. Still, it may be more affordable than you think. You may be eligible for grants and scholarships that pay for tuition, books and other supplies. Or you may qualify for low-interest loans that you pay back over time, land a work study job, or receive a tax credit that puts you on the path to earning your degree.

## Start with the FAFSA

The Free Application for Federal Student Aid (FAFSA) is the first step in the financial aid process. Use it to apply for federal student financial aid, such as the Pell Grant, student loans, and college work-study. In addition, most states and schools use FAFSA information to award their financial aid. Regardless of your income or family's income, the FAFSA is a good way to evaluate your ability to pay for college and receive financial aid.

The U.S. Department of Education, which processes the FAFSA, encourages you to pay close attention to the FAFSA deadline. Check out [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Next, check with your high school guidance counselor, or financial aid administrator at your school, about state and school sources of student aid. The U.S. Department of Education also offers the following tips:

### Apply Early!

State and school deadlines vary and tend to be early. Find out their exact deadline dates. The U.S. Department of Education will process your FAFSA if it is received on or before the deadline.

### Complete Your Tax Return!

You (and your parents if you are a dependent student) should complete your tax return before filling out your FAFSA. This will make completing the FAFSA easier. If you have not filed your tax return yet, you can still submit your FAFSA, but you must provide correct income and tax data once you have filed.

### Save Time: File Electronically!

Complete and submit your FAFSA online. It is the fastest and most accurate way to apply for student aid.

## Grants and scholarships help you take the next step

Grants and scholarships help you pay for your education without the hassle and worry of paying them back. Some are based on need, others on academic merit, ethnic background, and other factors.

- View Washington scholarship programs at [www.thewashboard.org](http://www.thewashboard.org).
- Or click the Pay for School tab on [CareerBridge.wa.gov](http://CareerBridge.wa.gov).

## Pell Grants

The federal government offers Pell Grants and other grants you'll want to explore. You may receive about \$5,550 in Pell money for a year of school depending on your income level and other factors. [www2.ed.gov/programs/fpg/index.html](http://www2.ed.gov/programs/fpg/index.html)

Other options for Washington residents:

### **State Need Grant**

The State Need Grant program helps the state's lowest-income undergraduate students pursue degrees, hone skills, or retrain for new careers. Students can use the grants at eligible institutions (public two- and four-year colleges and universities, and many accredited independent colleges, universities, and career schools) in Washington. Read more at [www.wsac.wa.gov/PayingForCollege/StateAid/NeedGrant](http://www.wsac.wa.gov/PayingForCollege/StateAid/NeedGrant)

### **Opportunity Grant**

These grants are available at Washington's 34 community and technical colleges and will help pay for up to 45 credits for students who meet income guidelines and enroll in programs of study in high-demand occupations such as health care, automotive technology, accounting, early childhood education and many others. Get details at: [www.sbctc.ctc.edu/college/s\\_opportunitygrants.aspx](http://www.sbctc.ctc.edu/college/s_opportunitygrants.aspx)

### **Work Study**

The State Work Study program helps students from low- and middle-income families earn money for college while gaining experience whenever possible in jobs related to their career goals. [www.wsac.wa.gov/PayingForCollege/StateAid/WorkStudy](http://www.wsac.wa.gov/PayingForCollege/StateAid/WorkStudy)

### **College Bound Scholarship**

Promises tuition (at public institution rates) and a small book allowance for income-eligible students who sign up in the 7th or 8th grade, work hard in school, stay out of legal trouble, and successfully apply to a higher education institution when they graduate. Students may sign up in the 7th or 8th grade, and need only apply once. [www.wsac.wa.gov/PreparingForCollege/CollegeBound](http://www.wsac.wa.gov/PreparingForCollege/CollegeBound)

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### ***Get financial details with Career Bridge***

The Pay for School section of **CareerBridge.wa.gov** provides info and web links on:

- Financial aid.
  - Grants and scholarships.
  - Loans.
  - Work study.
  - Tax credits.
-



## Preparing for a Job

Your education and work history are important in landing a job. But so is your attitude, your ability to solve problems, your attention to details and many other aspects of your personality and skills that make you a good worker. Yes, you need to have certain skills and experience, but employers also are looking for other qualities that contribute to business success, such as:

- Getting to work on time.
- Dressing appropriately.
- Being flexible.
- Learning new skills quickly.
- Working well with others.
- Setting priorities.
- Enthusiasm for the job.

It's up to you to showcase these interpersonal and workplace skills when you're at an interview. In many cases, it's these "soft skills" that will make the difference when a hiring manager decides who to call to offer a job. Ultimately, these same skills will also help ensure you *keep* the job and thrive in it.

### Finding job opportunities

Your best resource for a new job is also your best reference—those who know you best. Talk to your friends, your family and even your neighbor across the street. You never know where your networking will lead you—and who might know about a potential job opening or have a well-positioned friend. So spread the word about your job search. If you're using social media such as Facebook or LinkedIn, you can let those in your network know you're looking. An excellent source for job openings and career assistance is WorkSource, the state's one-stop network of career centers. Check out [www.go2worksource.com](http://www.go2worksource.com) for a searchable listing of jobs near you.

### Applying for the job

Before you apply for a job opening, do some research so you can craft a compelling resume and cover letter.

#### Research the company

Learn as much as you can about the company or organization that is hiring. Go online to get details on what they do, who they are, and who they're hiring. Sometimes you'll find out what a company values. Perhaps it's creativity and a culture of innovation, or maybe hard work, and long hours. You'll want to know a bit about the company and its culture before you complete your application, resume and cover letter.

#### Recipe for a winning resume

Your resume is all about you—and your education, work experience and job skills. However, it's not a laundry list of *everything* you've done. Instead, it should highlight your strengths and your accomplishments, and inform potential employers of credentials, internships, degrees and diplomas that set you apart from the competition.

A resume, in other words, needs to show employers what you can do for them. So, for example, if you've worked in a coffee shop you'll do well to focus on what you've learned besides making coffee, such as: customer service, prioritizing competing demands, thriving in a fast-paced work environment. By highlighting specific talents that are relevant to the job, your resume is telling the employer how much you value these skills.

There are many attractive ways to format your resume. However, all winning resumes are concise, accurate and tailored to the specific job. You should create a basic resume that lists all your experience and then refocus that resume to suit the job you are applying for based on the research you've done on the company and the position you seek.

Your resume should include the following sections:

- **Heading:** Your name and contact information. Do NOT include personal information such as your social security number, age or whether you are married or single.
- **Education:** List your education, starting with highest level. Also include job-related training or professional certifications you have completed. High school information isn't needed unless that is your highest level of education. If so, consider highlighting relevant courses you've taken post-high school to reflect your additional education.
- **Employment Experience:** Beginning with your most current experience, list your job history. Include the dates of employment, job title, employer's name and location and the specific duties of the job. Again, be sure your resume identifies the skills and experience you have that are important to the position you hope to land.
- **Special Skills and Abilities:** What makes you a particular asset as an employee?
- **Optional:** Community and volunteer service, military service and professional affiliations can be part of your resume.
- **References:** Unless specifically requested, references are not necessary for a resume. But be prepared to provide professional, academic and personal references.

#### General rules about resumes

- Be specific: Focus on what is important to the job you are seeking.
- Be honest: Do not overstate your achievements or accomplishments.
- Be concise: Keep the length to one or two pages.
- Proofread: Ask someone to check for spelling and grammatical errors.
- Use high quality paper: Show you take the job seriously and are professional.
- Create a PDF if you are emailing your resume to an employer.

Get more information in the Career Resources area of **CareerBridge.wa.gov**.

## Cover letters create interest

Every resume you send needs an accompanying cover letter (or email) that speaks to the specific company and position you are applying for. The cover letter should make it easy for the reader to identify why your skills, abilities and experiences make this the ideal job for you. The letter should convey a positive attitude that will entice the employer to want to interview you!

- **The opening:** State the position you're applying for and how you learned about it.
- **The body:** Highlight your main qualifications, skills, abilities and how these relate to the position. You can refer to your resume, but do NOT repeat its contents.
- **The closing:** Demonstrates an intention to communicate in the near future, such as "I look forward to talking with you soon."

## General cover letter guidelines

- Address the letter to a specific person rather than Dear Sir or Dear Personnel Manager. Make a phone call or go online to learn who to contact.
- Print the letter using high quality paper (if you are mailing it rather than submitting online). Keep this letter to one page.
- Use simple, direct language. Check spelling, punctuation, grammar, and sentence structure.
- Ask someone to proofread it before you send.
- Explain what makes you different from other applicants. Spell out how your skills, abilities and experience make you a good fit for the job.
- Keep the letter upbeat and positive. Don't complain about previous employers.
- Personally sign your letter.

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## *Common interview questions*

- Where did you hear about us?
  - What is your background?
  - What is or was your favorite subject in school? Your worst?
  - Why do you want to work here?
  - What do you see yourself doing in five years?
  - What kind of contribution can you make to our company?
  - What are your strengths...and weaknesses?
  - When can you start?
  - What questions do you have for us?
-

## The Job Interview

Congratulations, you've scored an interview! It's normal to feel nervous before sitting down with an employer. Good preparation will make you feel more at ease.

Here are some preparation tips:

Step up your efforts to learn about your employer. While you might not be expected to know everything about your potential job, you will leave a positive impression if you exhibit knowledge about the organization and are able to ask good questions at the interview about the job.

Be ready to talk about yourself, your experiences, your strengths and your goals. You will need to be able to explain how you will make a difference to their organization.

Think about the questions you might get and practice your answers.

Be prepared to look sharp – Ensure your hair is groomed and that you are wearing appropriate clothes and shoes that are clean and in good condition.

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### *Get resume writing tips on Career Bridge*

Go to Explore Careers on **CareerBridge.wa.gov**. Then click on Career Resources. This will link you to a variety of online tools—from sample resumes and cover letters, to salary information to job interview do's and don'ts.

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## Interview Do's and Don'ts

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### DO

Dress appropriately – Be clean and well-groomed.

Be prompt – There is no excuse for being late!

Learn the interviewer's name and use it.

Shake hands firmly.

Be enthusiastic, positive and upbeat.

Maintain good eye contact and speak clearly.

Take time to think about your answers.

Ask when you may call to learn about a hiring decision.

Thank the interviewer for his or her time.

Follow up the interview with a brief thank you note.

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### DON'T

Take anyone with you - Go alone.

Chew gum.

Apologize for your lack of experience.

Plead for a job or say, "I'll take anything."

Discuss personal, home, or money problems.

Criticize former employers or coworkers.

Hang around after the interview.

# Resource Section

## Assistance Available for those with a Disability

If you have a disability that makes it difficult for you to find a job or keep one, the state's Division of Vocational Rehabilitation (DVR) can help. DVR provides employment services and counseling to individuals with disabilities who want to work but experience barriers to work because of a physical, sensory, and/or mental disability.

A DVR counselor works with each person to develop a customized plan of services designed to help them reach their employment goal. DVR assistance includes:

- Counseling and Guidance.
- Assessment Services.
- Independent Living Services.
- Assistive Technology Services.
- Training and Education.
- Job-Related Services.

In addition, vocational rehabilitation services may include:

- Training for many occupations.
- Tuition, books and equipment costs for training or starting a new job.
- Transportation expenses during a rehabilitation program.
- Living allowances during the program.
- Placement in a suitable job.
- Follow-up study of an individual's progress on the job.

For more information, contact DVR at (360) 438-8000 or 1-800-637-5627, or [www.dshs.wa.gov/dvr](http://www.dshs.wa.gov/dvr).

## Veteran's Services

If you served on active duty and were discharged or released from duty with other than a dishonorable discharge you may be eligible for priority services at your local WorkSource office. Some spouses, such as those whose military sponsor has a 100 percent disability rating from the Veterans Administration, or who died with a 100 percent rating or from a service connected disability, or whose sponsor is a MIA/POW are also eligible for priority service. For additional information go to [www.esd.wa.gov/findajob/specialprograms/veterans-services.php](http://www.esd.wa.gov/findajob/specialprograms/veterans-services.php).

For veterans struggling with making the transition into a new career a Local Veterans Employment Representative (LVER) is available to help. This program, run by the state's Employment Security Department, works with other service providers to promote veterans as job seekers with highly marketable skills and experience. LVER Staff are also located at local WorkSource one-stop career centers and conduct a variety of job search assistance workshops and provides job development and referrals for veterans.

For more information: (360) 486-5944 or [www.esd.wa.gov/findajob/specialprograms/veterans-services.php](http://www.esd.wa.gov/findajob/specialprograms/veterans-services.php).

**Disabled veterans**

If you are a disabled veteran you may qualify for the state's Disabled Veterans' Outreach Program, run by the Employment Security Department. Specialists provide intensive services to veterans with special employment and training needs. Staff target services to "Special Disabled" veterans (veterans with a 30 percent rated disability by the Veterans Administration), disabled veterans, economically or educationally disadvantaged veterans and veterans with other barriers to employment, especially homeless veterans.

Phone (360) 407-1359 or go to [www.esd.wa.gov/findajob/specialprograms/veterans-services.php](http://www.esd.wa.gov/findajob/specialprograms/veterans-services.php).

**More information on veterans services**

For general information on veterans programs contact the state's Department of Veterans Affairs at (360) 725-2200 or go to [www.dva.wa.gov/index.html](http://www.dva.wa.gov/index.html).

**WorkSource Centers**

Whether you need help finding a job, advice on training for a new career or assistance in writing a resume, your local WorkSource Center can help.

WorkSource is a free network of one-stop career centers that brings together business, labor, and a variety of state agencies to provide Washington residents with employment, education, and training.

Participating agencies include: the Employment Security Department, Workforce Development Councils, the state's 34 community and technical colleges, Department of Social and Health Services, Workforce Training and Education Coordinating Board, Office of Superintendent of Public Instruction, and the Governor's Office.

You can also talk to WorkSource staff to help find nonprofit, community-based organizations that meet your specific needs. For example, Community Action Councils in many counties can help with everything from utility bills to rent assistance.

For the nearest WorkSource locations, call 1-877-872-5627, or visit [www.go2WorkSource.com](http://www.go2WorkSource.com).

**NOTES:**

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**NOTES:**

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## NOTES:

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## Here's what you'll find on [CareerBridge.wa.gov](http://CareerBridge.wa.gov)

- ▶ View performance results for thousands of programs.
- ▶ Take a career quiz to explore your interests.
- ▶ See how much jobs pay in our state.
- ▶ Discover ways to fund your education.

### Explore Careers>



Which careers fit your interests?

**TAKE A QUIZ**

### View Job Trends>



Which jobs are in demand?

**FIND OUT MORE**

### Find Education>



How do programs perform?

**START YOUR SEARCH**

**Career Bridge is Washington's one-stop source  
for career and education planning.**

# Know Where You're Going!



Use this guide to figure out.

- ▶ Which career is right for you.
- ▶ What education is required.
- ▶ Where to get the training.
- ▶ How to pay for it.

Before you invest in your education, do your homework.

Open this guide and get started on your career path today!

**This book helps you find your way.**



**Workforce Training and Education Coordinating Board**

128 10th Avenue SW, PO Box 43105, Olympia, 98504-3105

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